	IMPERIA COLLEGE		
IMPERiA COLLEGE	ADD& DROP SUBJECT FORM		
	Doc. No. : AR 01	Rev. No. : 1	Effective Date: 01.01.2022

PART I	PERSONAL PARTICULARS		
Name (as per IC/Passport)		Student ID No.	
Programme		Intake	
Study Mode *(Full-Time/Part-Time)*		Current Semester	
Email		Contact No. *(Tel./Hand phone)*	

PART II	ADD SUBJECTS		
No	Subject Code	Subject	Remarks (by HOD)
1			
2			
3			

PART III	DROP SUBJECTS		
No	Subject Code	Subject	Remarks (by HOD)
1			
2			
3			

Please state reasons: _____

_____

Note:

1) Please refer to the student handbook for the Add& Drop policy.

Administrative Fee (RM50)	Add/Drop Subject Fee	Foundation	RM 250 (per credit hour)
		Diploma /Executive Diploma	RM 300 (per credit hour)
		Degree Programme	RM 400 (per credit hour)

Direct bank-in to:
Bank   : CIMB
Account's Name   : IMPERIA COLLEGE
Account's Number : 8004520919
Kindly provide the copy of payment slip to Account Department (account@imperia.edu.my) and complete form to A&R Department (sharifah@imperia.edu.my)

Student's Signature: _____   **Date:** _____

PART IV	FOR OFFICE USE ONLY		
HEAD OF DEPARTMENT Acknowledged by: _____ (Signature & Stamp) Date :_____	**PRINCIPAL** Approved / Not Approved _____ (Signature & Stamp) Date :_____	**FINANCE** Amount Paid: _____ Received by: _____ Remarks:_____ Date:_____	**ADMISSIONS & RECORDS** _____ (Signature & Stamp) Date :_____