



# UNMC STUDENT EXCHANGE PROGRAMME

## STUDENT EXCHANGE DECLARATION FORM

### TERMS AND CONDITIONS

1. **NO deposit is required for the exchange application, however a penalty of RM1,000 will be imposed and charged to the student’s tuition fee account for any withdrawal case** after being accepted by the school except for visa rejection and school rejection.
  
2. The penalty will be imposed and charged under the following situations:
  - a. If a student withdraws the application after receiving the acceptance email.
  - b. If a student declines the offer after an offer letter has been issued.
  - c. If a student does not participate in the exchange programme after collecting the offer letter or refuses to acknowledge the offer made.
  - d. If a student upon completing the exchange period at the overseas campus/campuses, fails to continue or register at Malaysia Campus for the subsequent academic semester as agreed and required in the exchange programme application form.
  - e. If a student fails to adhere to the terms and conditions mentioned in the offer letter including failure to secure the necessary travel documents in time for registration at the overseas campus/campuses due to negligence on the student’s part.
  - f. If a student opts to transfer to UNUK / UNNC or other university upon completing the exchange period.
  - g. If a student has to withdraw due to personal matters, family issues or financial issue after being accepted by the school.
  
3. For International Students - **if you are applying for the exchange programme, you are fully responsible for the validity of your Malaysian student visa upon the completion of your exchange programme.** Kindly ensure that you seek assistance from the UNMC Visa Office to renew your UNMC visa while you are on the exchange programme. This is to ensure that when you return to UNMC, your Malaysian student visa is valid.
  
4. Students are eligible to apply either for the **Exchange OR Transfer programme only**. If you are applying for BOTH programmes, then your application will be automatically cancelled.

5. **Declaration**

This is to confirm that upon submitting this online application form, I hereby fully understand the terms & conditions applied and I am responsible for all including the visa process to/from Malaysia.

I also hereby confirm that I have read and understood the terms and conditions stipulated in this form and will adhere to them as part of The University of Nottingham Malaysia Campus rules and regulation.

Name: .....

Programme: .....

I.C. No/Passport Number: ..... MyNottingham Student ID No.: .....

Signature:..... Date: .....