

CONFIRMATION OF COURSE/WORKSHOP/TALK ATTENDANCE

PARTICIPANT INFORMATION			
Course/Workshop/Talk Name:			
Name :		Position :	
Department :		Email :	
Contact No. (H/P) :	(H) :	(Fax) :	
Staff No. :	College :		
Address :			
PARTICIPATION AND TYPE OF PAYMENT			
UUM Staff/UUM Student (RM100)	☐	Vote Payment	☐
Non-UUM Participant (RM150)	☐	Cash	☐
		Cheque	☐
APPROVAL			
<u>Head of Unit/Division Approval</u>			
The nominated staff is hereby approved to attend the workshop/seminar.			
_____		_____	
Date		Signature	
<u>Head of Department Approval</u>			
Attendance is approved and payment amount of RM _____ only through vote transfer/cash/cheque made to BENDAHARI UNIVERSITI UTARA MALAYSIA (Bank Islam Malaysia Berhad: 02093010000010)			
Date : _____		Signature : _____	
Name and Department Stamp : _____			
Please return completed and approved form to : University Teaching and Learning Centre (UTLC) Tel: 04 - 928 4043/4043/4055/4056/4058 Fax : 04-928 4054			
Note : • UTLC has the right to make any changes if necessary. • The workshop date and fees are subject to changes according to the venue and workshop needs.			

- Participants who are **NOT** able to attend the workshop **MUST** inform the workshop secretariat at least **three days** before the workshop date.
- A deduction from the VOT will be done for participants who failed to turn up for the workshop.