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

Head of Unit/Division Approval

The nominated staff is hereby approved to attend the workshop/seminar.

_____ _____

Date Signature

Head of Department Approval

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.

**Sekiranya pensyarah yang dicalonkan untuk hadir ke kursus ini gagal menghadiri kursus tersebut maka potongan vot akan tetap dilakukan.

**Payment will be deducted from the vote, even if the nominated lecturer fails to attend.