



Pusat Pengajaran
Pembelajaran Universiti
UNIVERSITY TEACHING AND LEARNING CENTRE

Universiti Utara Malaysia

PARTICIPANT INFORMATION

Course/Workshop/Talk Name:

Date :

Name :

Position :

Department :

Email :

Contact No. (H/P) :

(H) :

(Fax) :

Staff No. :

College :

School :

Address :

PARTICIPATION AND TYPE OF PAYMENT

UUM Staff

(RM100.00)

Cash

Non-UUM Participant

(RM 150.00)

Cheque

Student

(RM 50.00)

Vot

(Operation Account UTLC : 300 4300 8206 78)

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 4701/4707/4696/4697/4698

Fax : 04-928 4702

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** find a replacement and inform the workshop secretariat at least three days before the workshop date.
- Fees will be deducted automatically from the Dept VOTE for registered UUM participants who fail to turn up for a workshop (including free workshops).
- Participants must pay in cash on the day of registration if their applications are **NOT** approved by the Dean/ Head of the Department.