

## CONFIRMATION OF COURSE/WORKSHOP/TALK ATTENDANCE

### PARTICIPANT INFORMATION

Course/Workshop/Talk Name:

Name :

Position :

Department :

Email :

Contact No. (H/P) :

(H) :

(Fax) :

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.**