

FORM FOR DISCOUNT OF TUITION FEES

STAFF'S PARTICULAR			
Name			
Staff ID		Faculty/ Center/ Division	
IC No		Email Address	
Position		Office Tel No	
Joined Date		HP No	
STUDENT'S DETAIL			
Name			
Student ID			
Course			
Faculty			
Trimester			
Year			
Start Date			
Loan (If Any)			
I hereby confirmed that the above information are true.			
Applicant's Signature _____			
Date _____			
FOR HUMAN CAPITAL MANAGEMENT USE ONLY			
Trimester/ Session	Approved Discount (%)		
Verified by :		Processed by :	
Authorised HCM Executive	_____	Authorised HCM Manager	_____
Date	_____	(Service Unit)	_____
		Date	_____
FOR FINANCE USE ONLY			
Processed by :			
Authorised Finance Manager _____			
Date _____			

**IMPORTANT**

\* Form must be supported with :

- 1) Staff verification letter and Passcard (for TM Staff)
- 2) Students's birth certificate

\* Form should be submitted to HCM, Multimedia University, Chancellery (2nd floor), MMU Cyberjaya

**ALL APPLICATION MUST BE SUBMITTED BETWEEN 1ST WEEK TO 4TH WEEK OF YOUR ENROLMENT DATE  
HCM WILL NOT ENTERTAIN ANY LATE SUBMISSION**