

 INTERNATIONAL MOBILITY & COLLABORATION CENTRE (IMCC)	Document Code: IMCC/BI (P2)	References No: IMCC / BI /
	BUSINESS INCENTIVES STUDENT RECRUITMENT ACTIVITIES (KAWAN)	Date:

Please complete the form based on the categories of person/persons acquiring students. The completed form should be endorsed by the Head Of Department in order to enable incentive payment to be approved.

1. KAWAN/Partner (Please complete Part I) 2. Department/School (Please complete Part III)

PART I: FOR THE ACTION OF APPLICANT/KAWAN			
A. Applicant Information			
A.1. Identification Card No/ Passport			
A.2. Matric No			
A.3. Name			
A.4. School/Department			
A.5. Programme/Name Of Study (Title)	Diploma/First Degree	<input type="checkbox"/>	Programme: _____
	Masters	<input type="checkbox"/>	Programme: _____
	PhD/Equivalent	<input type="checkbox"/>	Programme: _____
A.6. Year Of Study		A.7. Nationality	
A.8. Bank Name & Account No. (Local Bank)			
A.9. Relationship To Student	Family Member/ <input type="checkbox"/>	Friend/Colleague K/Partner <input type="checkbox"/>	Family Friend/Acquittance <input type="checkbox"/>
A.10. Contact Information	Telephone No: _____ Email Address: _____		
B. Personal Information Of Student Recruited			
B.1. Identification Card No/ Passport			
B.2. Matric No			
B.3. Name			
B.4. School/Department			
B.5. Programme/Name Of Study (Title)	Diploma/ First Degree	<input type="checkbox"/>	Programme: _____
	Masters	<input type="checkbox"/>	Programme: _____
	PhD/Equivalent	<input type="checkbox"/>	Programme: _____
B.6. Programme Session		B.7. Nationality	
B.8. Contact Information	Telephone No: _____ Email Address: _____		

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C. DECLARATION

C1. Student Recruited

I Mr./Mrs _____ declare that I am aware of claiming this "KAWAN BUSINESS INCENTIVES STUDENT RECRUITMENT" form, from my kawan partner and I don't have any objection on this claim.

Name (Recruited Students) :

Signature:

Date :

C2. Applicant

I Mr./Mrs _____ hereby certify that all information given in this application is complete and correct to the best of my knowledge.

Name (Applicant):

Signature:

Date :

PART II: FOR THE ACTION OF KAWAN COORDINATOR

Verification: Verified



Not Verified Reason: _____

Endorsement: _____

Date:

* Please complete the information regarding recruited students using Student List: For Payment of Business Incentive (List PPP/IPP).

* **Attachment: 1) Copy of applicant Matric card (front and back)**
2) Copy of Student Recruited Matric card (front and back)

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PART III: FOR ATTESTATION BY SCHOOL/ DEPARTMENT

A. Confirmation Of Payment : KAWAN/Partner

1. I Of Head Department/School..... hereby **APPROVE** /**DO NOT APPROVE** the recruitment of the said student by the applicant (as per information in Part I) has registered.

2. I **AGREE** /**DO NOT AGREE** the incentive payment (If do not agree please elaborate the reasons)

B. Confirmation Of Payment : Department/School

I Head Of Department/School hereby **CONFIRM** the recruitment of student (as mention in part II) has registered and paid course fees.I propose the incentive payment to be credited into the Department's Account.

Name And Designation Head Of Department/Officer In-charge School
(Rubber Stamp HOD/Officer In-charge) :

Signature :

Date :

PART IV: FOR THE ACTION OF INTERNATIONAL MOBILITY AND COLLABORATION CENTRE

The above information has been checked/ authenticated and the decision is:

Approved Payment to the Applicant RM

Not Approved Elaboration/Reason _____

Name and Designation :

Signature :

Date :