

Responsible Officer		The Programme Director, BBA, MIC	
Contact Officer		Student Affairs alumni@micp.edu.my	
Version	Authorization by	Approval Date	Effective Date
1.1	The CEO, MIC	25 th November 2024	-

SCOPE

This policy shall serve as a guideline for all matters concerning MIC Alumni.

POLICY

1. All graduates of MIC are the alumni of MIC. At the time of graduation, the student shall pay an alumni membership fee as set by the MIC Alumni Committee and reviewed annually. MIC office will only help in collection of the fee from graduating students.
2. All members of the MIC alumni are required to keep their contact details (Address, email, contact number) updated with MIC office through email communications (alumni@micp.edu.my) only.
3. MIC alumni member's requests for academic result, bonafide certificate, any kind of duplicate document, shall only be processed if the request is made via formal email communication addressed to alumni@micp.edu.my.

PROCEDURE

1. Lost Document (e.g. statement of marks, degree scroll).
 - a. Step 1- File police report
 - b. Step 2- Make payment to VIS Professional Portfolio of RM200.00 per sheet.
(Public bank a/c no: 3150822436)
 - c. Step 3 – Write a request letter addressed to Programme Director for duplicate mark sheet.
 - d. Email the copy of documents from step 1-3 to alumni@micp.edu.my.

2. Request for any kind of new document:
 - a. Step 1- Prepare a request letter addressed to Programme Director clearly stating the document required and the purpose.
 - b. Step 2- Email the signed copy of the request letter to alumni@micp.edu.my

3. PTPTN loan conversion
 - a. Compile copies of mark sheets yr1 – yr2, academic result (transcript), degree certificate and submit to the Programme Director’s secretary for attestation.
 - b. Send the compiled documents to MIC via snail mail.

REVIEW

This policy will be reviewed periodically and revised as necessary.

APPROVALS

History

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	The CEO, MIC	25 th Nov 2024	-	--