**Student Council Account Usage Guideline**

**A. Register to use Student Council Account**
1. Submit the Account Opening Requisition Form to Student Council.
2. Approval confirmation email will be sent to the registered email in 7 working days.
3. Record down the SC Account Number provided in the confirmation email for future usage.
4. All deposit that is not reported using the deposit form will be forfeited after 30 days.

**B. Deposit Procedure**
1. Deposit the money/cheque into Student Council Account (multiple deposit is allowed to be recorded in one form, attached the transaction slips).
2. Report the deposit within 7 working days by submitting the Deposit Form.
3. Transaction confirmation email will be sent to the registered email in 7 working days.
4. Keep the confirmation email and attached it when you want to perform the withdrawal.

**C. Withdrawal Procedure**
1. Make sure the transaction confirmation email is received.
2. Submit the Withdrawal Form to student council.
3. Cash disbursement will be done at Student Affairs & Alumni office, after 7 working days, subject to verification.
4. Notification will be sent once the cash is ready, requestor must collect it within 7 working days, and new requisition will need to be submitted if the requestor fail to do so.
5. Email with account balance will be send to the registered email after the money withdrawn.