

Diploma / Higher Diploma in HRM
Department of Human Resource Management
University of Kelaniya
Student Inquiry Form

Section A: Student Information

- **Full Name of the Student:**
- **Student Number:**
- **Program:** ☐ Diploma in HRM ☐ Higher Diploma in HRM
- **Batch Number:**
- **Contact Number:**
- **Email Address:**

Section B: Course Details

- **Course Start Date:**
- **Expected Course End Date:**

Section C: Nature of Inquiry

(Please tick (✓) the relevant option)

- ☐ Batch Change Request
- ☐ Deferment of Studies
- ☐ Discontinuation of Course
- ☐ Exit from Diploma Level
- ☐ Payment-Related Issue
- ☐ Results/Examination Issue
- ☐ Other (Please specify):

Section D: Details of the Inquiry

Please clearly describe your request/issue:

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Section E: Supporting Documents

- **Cover Letter Attached:** ☐ Yes ☐ No
- **Other Supporting Documents (if any):**

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Section F: Declaration

I hereby confirm that the information provided above is true and accurate to the best of my knowledge.

- **Student's Signature:**
- **Date:**

Section G: For Office Use Only

- **Date Received:**
- **Action Taken:**

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