



**CREDITED CO-CURRICULAR UNIT
STUDENT SERVICES DEPARTMENT
IIUM Kuantan Campus**

CHECKLIST OF LTIF HONORARIUM CLAIM FORM

No.	Description	Please Tick
1	COCU Claim Form (Part Time Lecturer/ Trainer/Instructor/Facilitator)	
2	Appointment Letter	
3	Signed/Ticked Attendance Sheet/Class List	
4	CAM Sheet/Result	
5	Signed Validation Sheet	
6	Justification for Student Failure Form (if student gets D / E / F grade)	
7	Email (as proof of communication) to Students Who Did Not Attend Class and Warning Letter	

Submitted by

Signature : _____

Name : _____

Phone Number : _____

Subject : _____

Date : _____

Received by

Signature : _____

Name : _____

Date : _____