



IMPORTANT NOTICE : FEES PAYMENT DUE DATE FOR SEMESTER 1 2018/2019

Assalamualaikum and good day to all students,

Kindly be informed that Mesyuarat Jawatankuasa Pengurusan Universiti (JKPU) dated 31/7/2017 and Mesyuarat Jawatankuasa Tetap Kewangan (JTK) dated 14/8/2017 has approved that all students who fail to settle all fees within the stipulated duration will be barred with the below actions:-

1. Not allowed to make course registration.
 2. Not allowed to sit examinations
 3. Examination results and transcripts will be retained
 4. Not allowed to attend convocation
2. Therefore, students are required to settle all current semester fees (Semester 1 2018/2019) before mid-term semester break i.e. before **18/11/2018 to avoid barring.**
3. The due date for the student to pay their fees for unbars and able to sit for the final exam is before **16/12/2018** i.e. 2 weeks before final exam starts. Fines for RM50/student will be imposed for payment received after the due date (16/12/2018) as approved by Mesyuarat JTK no 3/2018 dated 12/8/2018.
4. Therefore, the duration of the students to pay their fees are as follows:-
- i. Payment duration before barring process : 12/9/2018 – 18/11/2018
 - ii. Payment duration to unbar without fines : 19/11/2018 – 16/12/2018
 - iii. Payment duration to unbar with fines : 17/12/2018 -31/12/2018
5. We would like to advise all students to do proper financial planning. We accept payment by instalment provided final payment must COMPLETE before **18/11/2018.** Table of the instalment are as follows:-

NO	INSTALMENT	% PAYMENT	DATE
1	1 st instalment	20% from fees	Before 15/9/2018
2	2 nd instalment	20% from fees	Before 1/10/2018
3	3 rd instalment	20% from fees	Before 15/10/2018
4	4 th instalment	20% from fees	Before 1/11/2018
5	5 th instalment	20% from fees	Before 18/11/2018

Any inquiries kindly contact our office at 09-4245336/5337(undergrad) and 09-5492323/2330 (postgrad).

Thank you.

Student Financial Division, Bursary
For and on behalf of
Bursar/Chief Financial Officer

TABLE 1

NO	DESCRIPTION	DATE	NOTES
1	Semester 1 2018/2019 registration for senior students	12/9/2018	
2	Semester 1 2018/2019 fees payment	12/9/2018 – 18/11/2018	Payment duration before barring process
3	Mid-term semester break	3/11/2018 – 11/11/2018	1 week
4	<u>1ST WARNING NOTICE</u> Barring process to students with outstanding debt	19/11/2018	One week after mid term-break
5	<u>FINAL WARNING NOTICE</u> Due date to settle debt (not allowed to sit for the Sem.1 18/19 exam if fail to settle the debt) i. Unbar without fines ii. Unbar with fines	19/11/2018 – 16/12/2018 17/12/2018 – 31/12/2018	2 weeks before final exam
6	Semester 1 18/19 Final Exam	31/12/2018 – 13/1/2019	