

IMPORTANT NOTICE : FEES PAYMENT RULES AND DEADLINE FOR SEM 2 2017/2018

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 effective from Semester 1 2017/2018 all students who fail to settle all fees within the stipulated duration will be imposed with these 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, all students are required to settle all current semester fees (Semester 2 2017/2018) before mid-term semester break i.e before **30/3/2018**. Listed below is the important dates that all students should follow to avoid any actions taken:-

TABLE 1

NO	DESCRIPTION	DATE	NOTES
1	Semester 2 2017/2018 registration for senior students	12/2/2018	
2	Fees payment	Before 30/3/2018	
3	Mid-term semester break	31/3/2018 – 8/4/2018	1 week
4	<u>1ST WARNING NOTICE</u> Barring process to students with outstanding debt	16/4/2018	One week after mid term-break
5	<u>FINAL WARNING NOTICE</u> Last due date to settle debt (not allowed to sit for the Sem 2 17/18 exam if fail to settle the debt)	15/5/2018	2 weeks before final exam
6	Final Exam starts	1/6/2018 – 13/6/2018	

3. Students who fail to settle the outstanding debt before **5pm 15/5/2018** will not be allowed to sit for the final examination. Online payment (BIMB, M2U, ePOS, FPX) will take 1 working day to update in the student system. Failure to follow the guideline will affect your payment status. Students with outstanding debt will not be able to print the examination slip.

4. We would like to advise all students to do proper financial planning. We accept payment by instalment provided final payment must COMPLETE before **5 PM 15/5/2018.** Table of instalment for undergraduate senior students are as follows:-

NO	INSTALMENT	% PAYMENT	DATE
1	1 st instalment	20% from fees	Before 15/2/2018
2	2 nd instalment	20% from fees	Before 28/2/2018
3	3 rd instalment	20% from fees	Before 15/3/2018
4	4 th instalment	20% from fees	Before 30/3/2018
5	5 th instalment	20% from fees	Before 15/4/2018

Any inquiries kindly contact our office at 09-4245336/5337/5316.

Thank you for your co-operations.

Regards

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