

IMPORTANT NOTICE : FEES PAYMENT RULES AND DATELINE FOR UNDERGRADUATE STUDENT

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 undergraduate senior students are required to settle all current semester fees (Semester 1 2017/2018) before mid-term semester break i.e before **14/10/2017**. Listed below is the important dates that all students should follow to avoid any actions taken:-

TABLE 1

NO	DESCRIPTION	DATE	NOTES
1	Semester 1 2017/2018 fee payment	Before 14/10/2017	
2	Mid-term semester break	14/10/2017 – 22/10/2017	1 week
3	<u>1ST WARNING NOTICE</u> Barring process to students with outstanding debt	30/10/2017	One week after mid term-break
4	<u>FINAL WARNING NOTICE</u> Last due date to settle debt (not allowed to sit for the Sem 1 17/18 exam if fail to settle the debt)	(i) <u>23/11/2017</u> (payment thru <u>ONLINE channel</u>) (ii) <u>24/11/2017</u> (payment at finance counter only)	i. Thursday week 11 academic calendar for ONLINE payment thru ATM, epos, FPX, M2U ii. Friday week 11 academic calendar for payment at Finance Counter thru debit / credit card

3. Students who fail to settle the outstanding debt before **5pm on 24/11/2017** will not be allowed to sit for the final examination. **Please ensure to follow the date and time as stated at Table 1 para 4 above i.e 23/11/2017 is the last date to settle the debt using online (ATM, epos, FPX,M2U) and 24/11/2017 is the due date for payment at finance counter (debit card/ credit card only).**

Your payment record will be updated accordingly in the 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. Due to this, we would like to advise all students to do proper financial planning. We accept payment by instalment provided final payment must COMPLETE before **5pm on 24/11/2017 (refer Table 1 para 4)**.

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

Thank you for your co-operation.

Regards

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