



# STUDENT FINANCIAL REGULATIONS



Jabatan Bendahari, UTM

# UNIVERSITI TEKNOLOGI MALAYSIA

## STUDENT FINANCIAL REGULATIONS

### 1. INTRODUCTION

The Student Financial Regulations explain the regulations applied on the student financial affairs at Universiti Teknologi Malaysia.

### 2. DEFINITION

**Student Account** refers to records of charge transaction, payment and adjustment of tuition fees, residential college fees, other charges and fines for a student during his/her study.

**AMD** refers to *Academic Management Division, Office of Deputy Vice-Chancellor (Academic & International)*.

**ARN** refers to *Application Registration Number*.

**Faculty** refers to any faculty, school, academic centre and institute that offers study programs and has students.

**Bursar's Department** refers to Student Financial Section, Bursar's Department.

**Residential Colleges** refers to hostels and family houses provided by the university for students.

**Courses** refers to subjects in the program curriculum that have their specific codes

**Modules** refers to separate course units or components that are implemented continuously until completion.

**Modular** refers to an implementation method for modular postgraduate programs. Each course may consist of one or more modules.

**ISID No.** refers to *International Student Identity* number.

**Matric No.** refers to student Matric Card number while on campus.

**Active Students** refers to students with the University student status.

**International Students** refers to students who have permanent resident (PR) status and are non-Malaysians.

**New Students** refers to first semester students including students following English preparatory and pre-requisite programs at the University.

**Students** refers to individuals enrolled in an academic program at the University.

**Senior Students** refers to students who have undergone and passed a minimum of one semester of study at the University.

**Pre-enrolled Students** refers to post-graduate students from research mode who are enrolled at the University outside the registration period for new students.

**Local Students** refers to students who are citizens of Malaysia.

**Inactive Students** refers to students who no longer hold a University student status because they have graduated, passed away, been terminated, withdrawn from the University and not enrolled in the University.

**Sponsors** refers to any individual/organisation/government/private institution that finances the cost of studying of a student/ group of students at a university.

**Programs** refers to the field of study approved by the Senate as an academic program for the purpose of awarding a degree.

**Non-main Stream program** refers to a postgraduate program offered modularly with different fee rates from a mainstream program, usually carried out on or off campus or outside office hours. The program includes offshore and special programs.

**Student Inbound Mobility Program** refers to a study program for students from universities / institutions abroad, of which a maximum study duration is 1 year at Universiti Teknologi Malaysia (non-graduating students).

**Special Program** refers to a program that is conducted to meet the demands of a specific university or institution.

**Postgraduate program** refers to a Master's Degree or Doctorate Degree program.

**Main Stream Program** refers to an academic program conducted on University campus.

**Offshore Program** refers to a program that runs on a modular basis.

**Undergraduate Program** refers to an academic program at the Bachelor's Degree level.

**Pre-requisite Program** refers to a program of study taken to fulfil the requirement for admission into undergraduate programs or postgraduate programs.

**Regular Semesters** refers to semester one and semester two in one academic session.

**Short Semester** refers to a semester of study conducted during the end of the academic session break.

**Senate** refers to the Senate of Universiti Teknologi Malaysia.

**Academic Session** refers to the University Academic Session comprising two regular semesters and a Short Semester or end of the academic session break.

**SPS** refers to the School of Graduate Studies.

**SRAD** refers to *Student Recruitment and Admission Division, Office of Deputy Vice-Chancellor (Academic & International)*

**Full Scholarship** refers to the funding of the study, which includes tuition fees, residential college fees or other related fees.

**Withdrawal from Course** refers to an act of withdrawing from a course within the time specified by the Senate.

**Regular Study Duration** refers to the number of semesters or the number of academic years specified in the curriculum required for students to complete their studies.

**University** refers to Universiti Teknologi Malaysia.

**Study Fees** refers to fees charged to students in relation to academic activity or course taken for a semester. This fee is charged every semester.

**Registration Fees** refers to fees charged for new student registration services such as student matric cards, orientation week, health screening, student passes and others. This fee is charged in the first semester only.

**Tuition Fees** refers to Study Fees, Registration Fees and Service Fees.

**Service Fees** refers to fees charged to students for facilities provided by the University such as health center services, libraries, insurance coverage, transportation, computer services, funeral expenses/injury/accident and others. This fee is charged to students in every semester.

### **3. GENERAL INFORMATION – TUITION FEES**

3.1. All tuition fee rates must be certified by the University Finance Committee and approved by the Board of Directors of the University. The rate of tuition fees for local undergraduates must be verified by the Ministry of Education of Malaysia.

3.2. The basic components of tuition fees are:

- 3.2.1. Study Fees
- 3.2.2. Registration Fees
- 3.2.3. Service Fees

3.3. Tuition fees are as stated in the offer letter.

3.4. The University reserves the right to amend the tuition fees from time to time.

3.5. Transactions are in Ringgit Malaysia (RM)

3.5.1. All payments must be in Ringgit Malaysia (RM).

3.5.2. If students or sponsors pay in a foreign currency and the converted amount into RM cannot fully settle the fees and charges prescribed, the University reserves the right to claim the differences.

#### 4. PERIOD OF PAYMENT OF TUITION FEES

4.1. Non-sponsored students should pay their tuition fees based on the following structure:

CATEGORY		FEE PAYMENT PERIOD
Undergraduates	New Students	Before the registration day
	Senior Students	Before the mid-semester break ends or no later than the date of the online pre-registration of courses*
Postgraduates	New Students	Before or on the registration day
	Senior Students	Before the mid-semester break ends

*Note: \* Subject to the University Academic Calendar*

4.2. Sponsored students must submit a copy of the sponsorship letter on the registration day to the Bursar's Department and only fully sponsored students are allowed to enrol in a program without making any payment. Refer to Article 9.0 on sponsorship.

4.3. Payment of tuition fees is done online as in Article 5.0 - Fee Payment Methods and Other Charges/Fines.

4.4. For sponsored students, the student account update is subject to the receipt of payment from the sponsor.

4.5. New students must pay the study fees in full before enrolling in a program at the University. Senior students are allowed to pay the fees in instalments before the due date of fee payment as in Item 4.1 above

## **5. PAYMENT METHODS - FEE AND OTHER CHARGES/FINES**

5.1. Please refer to the payment method schedule in **Attachment I**.

5.2. **There is no cash payment** at the Bursar's Department counter.

5.3. Payment of tuition fees via **Cash Deposit Machine (CDM), ATM Transfer or Interbank/Instant Fund Transfer is not allowed**.

5.4. Students are required to enter their correct identity card number/matric number/ISID number when making payment transactions and the proof of payment must be kept for reference. If the payment is not made accordingly, students will be liable for any subsequent issue.

5.5. Payment update period (*payment offset with debit charge*) for each payment method is as stated in Attachment I.

5.6. For payments made through any other payment methods specified in Attachment I, student account will be updated within fourteen (14) working days (excluding the transaction day) and students must inform the Bursar's Department by email to [bendahari-ukp@utm.my](mailto:bendahari-ukp@utm.my) by attaching the proof of payment. Failure to notify the office could result in the student's account not being updated.

5.7. Update on payment will take longer period during the registration week of new students; however, it will not take more than 30 working days.

5.8. The University only issues receipts for tax purposes (upon request). Students are encouraged to use online payment methods where receipts are generated automatically when payment is successfully made.

5.9. Other payment methods acceptable by the University will be updated from time to time.

## **6. REVIEW OF STUDENT ACCOUNT**

6.1. Students should from time to time review their student account through the portal MyUTM ([my.utm.my](http://my.utm.my)) or UTMSmart Application and make sure all transactions are accurate.

6.2. Any excess payment will be reimbursed to the student or sponsor. The University does not hold any excess payment except upon the approval of the University or an instruction from the sponsor.

- 6.3. For students who are entitled for a reimbursement, the return process is within 14 working days (excluding the date the application was received by the Bursar's Department), provided that all student records or data are complete and correct.
- 6.4. Students are required to inform the Bursar's Department of their bank account information (operated in Malaysia only) to be recorded on their student account. This is to facilitate any credit transaction to the bank.
- 6.5. If the bank account information is not in the student account, any payment to students will be postponed until the bank account information is submitted.
- 6.6. Any bank charges from the returns or payments through the Telegraphic Transfer (TT) method are borne by students.
- 6.7. If there is any question, comment or complaint, please direct it to the Bursar's Department via email at [bendahari-ukp@utm.my](mailto:bendahari-ukp@utm.my) (please state Matric No./IC No./ISID No./ARN No. – for new students only). Emails will be replied within five (5) working days.

## 7. SHORT SEMESTER (SEMESTER 3, ACADEMIC SESSION)

- 7.1. Short semester is a semester of study held during the end of academic session break and will not be considered as part of the total duration of an academic program.
- 7.2. Service and Study Fees will be charged to students who register for a short semester as in **Attachment II**.
- 7.3. Students who have made payments but withdraw from the program, or reduce the number of credit hours taken (Withdrawal from Course) are not entitled to claim for refunds after the course registration.

## 8. TUITION FEES FOR SPECIAL CASES

- 8.1. Not Registering at University (Active Code: I)
  - 8.1.1. Refunds to individuals who do not enrol will be made once the University has received the payments.
  - 8.1.2. The refund of fees is subject on student's application. The application must be submitted to the Bursar's Department within one (1) year from the date of payment by providing the required bank account information and supporting documents. There is no refund after the period.

## 8.2. Withdrawal from the University (Active Code: 1)

- 8.2.1. New students who are allowed to withdraw from the University within 14 working days from the date of registration at the University, regardless whether they have registered for a course or not, are entitled for a refund of the fees paid after deduction of any non-refundable fees.
- 8.2.2. No refund of fees for new students who are allowed to withdraw from the University is made after 14 working days from the date of registration at the University and the University reserves the right to claim for any outstanding fees.
- 8.2.3. For senior students who are allowed to withdraw from the University after the semester has begun and have enrolled in a course (including pre-registration of the course), tuition fees will be charged in full. There is no refund of the fees if payment has been made. The University reserves the right to claim the remaining outstanding fees.
- 8.2.4. Tuition fees will not be charged to senior students who are allowed to withdraw from the University before the semester begins or before they do course registration.
- 8.2.5. The refund of fees is subject to student's application. The application must be submitted to the Bursar's Department within one (1) year from the date of payment by including the required bank account information and supporting documents. There is no refund after the period.
- 8.2.6. Students who are allowed to withdraw from studies are responsible for any implication and action taken by the University or sponsors, if relevant.



### 8.3. Deferment of Study (Active Code: 4) or Sick Leave (Active Code: 7)

8.3.1. New and senior students who are allowed by the University to defer their studies or take sick leave are subject to the following fee schedule:

<b>Course Registration Status (including pre-registration)</b>	<b>Duration</b>	<b>Semester Fees</b>
Do not register (new student)	No	100% registration fees
Do not register (senior student)	No	No
Register	Date of approval of deferment/sick leave from the University is on or before the mid-semester break ends <sup>1</sup>	<ul style="list-style-type: none"><li>• 50% of study fees<sup>2</sup> and;</li><li>• 100% of registration &amp; service fees</li></ul>
Register	Date of approval of deferment/sick leave from the University is after the mid-semester break	100% of semester fees

*Nota:*

1. *Subject to the University Academic Calendar.*

2. *The refund of fees is subject to student's application. The application must be submitted to the Bursar's Department within one (1) year from the date of payment by providing the required bank account information and supporting documents. No refunds will be made after that period.*

8.3.2. In accordance with the Academic Regulations, if any student withdraws (TD) from all or any of the courses already registered, he/she is given a deferment status, subject to his/her application. A student in this category, however, is considered enrolled in the course and therefore fee charges are applicable as in Item 8.3.1 above.

### 8.4. Pre-enrolled Postgraduates (Active Code: 6)

8.4.1. Pre-enrolled postgraduate students will be charged with registration and service fees. If the students enrol in a course, study fees will also be charged.

8.5. English Preparatory Program (Active Code: D, D1, A1, A2) or Pre-Requisite Program (Active Code: P, P1)

8.5.1. Students of undergraduate and postgraduate programs who are required to take pre-requisite or English preparatory programs must pay tuition fees as in **Attachment III**.

8.6. Disciplinary Actions (Active Code: R)

8.6.1. If a student is subject to a disciplinary action pursuant to the provisions of the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules, 1999 and any provisions and acts which are in force, whether terminated or suspended, students are required to settle all fees for the semester in which the date of the sentence is enforced.

8.6.2. Students who are suspended from studies are deemed to have used a semester of study and they are required to settle all fees/charges/fines for the semester in which they have enrolled in a course, before being accepted to continue the studies in the following semester.

8.6.3. Students are also not eligible to receive any refund and the University reserves the right to make claims on outstanding fees and charges.

8.7. Deaths (Active Code: 3)

8.7.1. The University reserves the right to make claims on outstanding arrears if the student passes away during the course of study.

8.7.2. Any outstanding arrears will be coordinated with insurance compensation for local students and Personal Bond for international students.

8.8. Termination of Study

8.8.1. Students who are terminated from their studies must settle all outstanding arrears and the University reserves the right to make claims including taking any necessary legal action to recover the outstanding arrears.

## 9. SPONSORSHIP, SCHOLARSHIP, FINANCIAL ASSISTANCE AND LOANS

9.1. Students with sponsors need to show proof and detailed information of the sponsorship for the fees to be paid by the sponsor.

9.2. Failure or delay in submitting a sponsorship letter to the Bursar's Department will result in the delay of the claiming process to the sponsor, and the University will not be liable for any subsequent problem faced by students.

9.3. Students who receive sponsorship/scholarships directly from sponsors (not through the Bursar's Department) are considered non-sponsored students.

- 9.4. Scholarships or loans deposited into the University's account through the Bursar's Department will be used to pay all outstanding fees and other debts before any excess is remitted to the sponsored students.
- 9.5. If the payment deposited by the sponsors into the University's account is insufficient, the students have to pay the difference. Failure to settle the difference can result in actions as stated in Article 17 of this procedure.
- 9.6. Sponsorship/loan payments will be processed upon receipt of funds, and once the student information is completed.
- 9.7. Students are required to sign a Letter of Consent provided by the Bank to enable the scholarship/loan to be deducted for the tuition fees of the relevant semester or any other related debt.
- 9.8. Students whose sponsorship has been terminated or who are applying for an extension must submit a letter of confirmation from the sponsors notifying the termination or the extension status on the first day of the semester.
- 9.9. If the confirmation letter concerning the status of sponsorship extension has not been given, the student is required to settle all fees.
- 9.10. The University reserves the right to impose any action such as Article 17 to a sponsored student if the sponsor fails to settle arrears over two (2) semesters.
- 9.11. Students who receive subsistence allowances or any other allowances than tuition fees from the sponsorship received (through the Bursar's Department), will be paid the allowance according to the period stated in the sponsorship letter or written instruction from the sponsor. If none is available, the allowance will be paid in a lump sum, but only limited to one (1) semester.
- 9.12. The sponsorship that is stipulated to be paid monthly will follow the University's payroll payment date. The date of salary distribution follows the Circular Letter from the Accountant General's Department of Malaysia.
- 9.13. Payment of fees through the Employees Provident Fund (EPF) Scheme is as follows:
  - 9.13.1. In accordance with the provisions of the EPF Act 1991, Section 58 (a) (2), the Bursar's Department will return to the EPF any amount partly or not fully utilised if a student:
    - a. Passes away before registration;
    - b. Terminates his/her studies;
    - c. Fails and is unable to continue his/her studies;
    - d. Receives other financial assistance such as scholarships or study loans and so on.

9.13.2. Any excess payment from the EPF is also not permitted for any reason whatsoever to be refunded to students and the surplus will be brought forward to the next semester for deduction of fees or any other charges.

9.14. Student Confirmation Letter for application of Sponsorship, Scholarship, Loan or EPF withdrawal can be applied personally at the Bursar's Department counter or requested by email. The letter will be available within three (3) working days (excluding the application date as received by the Bursar's Department) and must be personally collected at the Bursar's Department counter.

9.15. If the Student Confirmation Letter is to be sent by mail, the student must provide the Bursar's Department a 220mm x 110mm Pos Ekspres envelope, complete with the mailing information.

## **10. STUDENT RESIDENTIAL COLLEGE FEES**

10.1. The management of student residential colleges is under the jurisdiction of the Hospitality Cluster (Housing and Residential College Unit), Department of Deputy Vice-Chancellor (Development).

10.2. Residential college fees applicable to students who register at any student residential college follows the rate determined by the University. Residential college fees are based on student categories (local or international), residential categories, types of college and types of room selected.

10.3. The residential college fees for a regular semester is for a duration of one (1) semester. For a family house, students are required to pay deposit and monthly fee (rent).

10.4. For students occupying hostels during the semester breaks, the residential college fees are calculated based on daily rental rates.

10.5. The payment of the residential college fees for a fully sponsored student is through a deduction from the sponsorship received by the Bursar's Department. Students whose residential college fees are not sponsored should arrange payment for their accommodation fees.

10.6. For students who are granted a residential college fee exemption or reduction by the University, the adjustment of the fees will be made by the Bursar's Department.

10.7. Active students checking out of a residential college on / within 14 days from the date of check-in, will be charged the daily charge rate times the exact number days stayed. The minimum daily charge rate is RM20.00 for local students and RM40.00 for international students or according to current room charge rate, whichever is higher.

- 10.8. Active students checking out of a residential college after 14 days from the date of check-in will be charged the full residential college fees (as per Item 10.3 above). If payment has been made, no refund will be given.
- 10.9. Students who are instructed by the University to participate in programs / activities organized by the University or collaborative programs with other universities / organizations abroad for more than two (2) months, can be charged the residential college fee calculated on a daily basis, subject to a written request to the Bursar's Department complete with an acknowledgement letter from the involved Faculty. Students of research mode or course work & research mode (mixed mode), who carry out research or thesis/dissertation activities abroad are not considered as participating in university activities.
- 10.10. Active postgraduate students who have completed viva voce or special exams and checking out from a residential college after 14 days from the date of check-in but before the mid-semester break, may be given a 50% discount. If a student checks out after the mid-semester break ends, the full residential college fee is applied.
- 10.11. Inactive students are not allowed to stay at a student residential college. Those who are still staying in a residential college will be charged according to the daily rental rate and the actual number of days stayed at the college, starting from the date when the student is considered inactive. The minimum daily rental rate for inactive students is RM20.00 per day for local students and RM40.00 for international students or according to current room charge rates, whichever is higher. Payment of residential college fees must be made at the college.
- 10.12. If a student has fully paid his/her residential college fees and is entitled to a refund, the particular student residential college should issue a refund order letter to the Bursar's Department by stating the necessary information and the refundable amount.
- 10.13. Residential college fees should be pay before pre-registration of courses week begin (undergraduate) or before application for residential college of new semester is open or before end of semester.
- 10.14. Students who fail to pay the residential college fees are deemed to owe the University and may be subject to sanctions imposed by the University as per Article 17 of this procedure.

## **11. VISA ARRANGEMENT PAYMENT, STUDENT PASS AND PERSONAL BOND**

- 11.1. All matters with regards to visa and international student pass are managed by the Education Malaysia Global Services (EMGS). In accordance to the rules and regulation of the Immigration Department of Malaysia, all international students will have to pay Personal Bond.
- 11.2. Matters with regards to visa and international student pass of UTM international students are handled by the Office of UTM International (UTMI).
- 11.3. Personal Bond must be fully paid before registering as a new student. The rates are as per **Attachment IV**.
- 11.4. Personal Bond must be claimed by the student within one (1) year from the date of completion of study at the University, subject to compliance with rules and regulations set by the Immigration Department of Malaysia.
- 11.5. Students may also authorize the University to donate their Personal Bond to the University Endowment Fund upon graduation. Unclaimed Personal Bond after a period of one year will be sent to the Registrar of Unclaimed Moneys (WTD), Accountant General's Department of Malaysia.
- 11.6. The University reserves the right to adjust Personal Bond with outstanding debt (if any).

## **12. UTM STUDENT INBOUND MOBILITY PROGRAM (*Non-Graduating Students*)**

- 12.1. UTM Student Inbound Mobility Program is managed by Office of UTM International (UTMI).
- 12.2. UTM Student Inbound Mobility Program consists of four programs, namely Student Exchange Program, Research Internship/Attachment, Summer School and Academic Visit.
- 12.3. Students from overseas institutions attending the Student Exchange Program and Research Internship/Attachment will be charged as follows:
  - a. Registration Fees / Service Fees
  - b. Mobility Study Fees
  - c. Visa Approval Letter (VAL)
  - d. Mobility Student Pass
  - e. Medical Check-up Fees
  - f. Personal Bond – Refer to Attachment IV
  - g. Residential College Fees (if applicable)

12.4. Details of the UTM Inbound Mobility Program information and charges are as in **ATTACHMENT V**.

12.5. Five students per semester from each UTM international partner university are eligible for a tuition fee exemption – based on any instrument or agreement documents between the two parties.

### 13. CLAIMS FOR OUTSTANDING FEES

13.1. If students have outstanding arrears, the University reserves the right to claim on students and individuals who act as guarantors for students or sponsors, and to take appropriate legal action.

### 14. FEE REDUCTION/EXEMPTION

14.1. Application for tuition fee reduction is subject to terms and conditions imposed by the University. Reduction of fees is restricted to the study fee component only.

14.2. Application for fee reduction can be applied through the following offices:

Type of Study	Type of Reduction	Additional Notes	Office
Undergraduate	Excellent new students with CGPA 4.0	Local students only	SRAD
	Excellent senior students with CGPA 4.0	Local students only	AMD
	Register courses which are less than or equal to 5 credits in the advanced semester	Year 4 (Semester 9 and 10)	Faculty
Postgraduate	Senior citizen students	<ul style="list-style-type: none"> <li>▪ Main stream Program only</li> <li>▪ Only for student intake before Semester 2, 2016/2017</li> </ul>	AMD
	Disabled (OKU) students		AMD
	Students in the advanced semester: 1. Research Mode; 2. Coursework & Research Mode; 3. Coursework Mode		AMD
	Students who submit the thesis for viva voce before the mid-semester break		AMD
	UTM Staff		SPS
	Spouse/Children of UTM Staff		SPS
	Early Bird Discounts	New students only	SRAD

Type of Study	Type of Reduction	Additional Notes	Office
	New students register after mid-semester break	Research Mode only	SRAD

- 14.3. Reduction and exemption of fees other than those stated above, can be implemented with the University approval.
- 14.4. Detailed information regarding the terms and conditions for the reduction of fees mentioned above may be referred directly to the relevant department.
- 14.5. Bursar's Department will make adjustments to the tuition fees upon receiving the official adjustment instruction from the relevant department.
- 14.6. If a student gets more than one fee reduction, only one reduction, which bears the earliest approval date, will be given.
- 14.7. The fee adjustment period in the student account depends on the number (*volume*) of fee reduction instructions received by the Bursar's Department, but limited to 30 working days.

## 15. TUITION FEE CHARGES FOR NON-MAIN STREAM PROGRAMS

- 15.1. Tuition fee charges for non-main stream programs are based on the program costing done by the organiser of the program. The terms for non-main stream program tuition fee can be referred in **ATTACHMENT VI**.
- 15.2. If there are terms of the program fees/charges/fines that are otherwise stated in Attachment IV, not mentioned or not clearly defined by the organiser, the terms of the tuition fees/charges /fines shall be in accordance with the terms of the main stream program.

## 16. CHARGES/FINES OTHER THAN TUITION FEES

- 16.1. In addition to the tuition fees, there are also fees/fines charged by the University to students throughout the duration of the study. The list of the charges is per **ATTACHMENT VII**.
- 16.2. Any charge/fine other than stated as per Article 16.1, can be implemented with the University approval.
- 16.3. Every charge/fine charged to students must be settled before the end of the semester in which the charge/fine is imposed. Failure to settle the charges/fines will result in sanctions imposed by the University as per Article 17 of this procedure.



16.4. The rate of the charges/fines above is subject to change from time to time.

## **17. ACTIONS AGAINST STUDENTS WHO FAIL TO SETTLE PAYMENT**

17.1. If any student fails to settle the payment of fees or other debts to the University, the student may be:

17.1.1. Imposed a sanction, subject to action approved by the University authority;

17.1.2. Ordered to pay all outstanding fees, and taken to face legal action even if the student has quit from the University;

17.1.3. Imposed any of the following actions:

a. Charged a late payment fee.

b. Restrained from course pre-registration (undergraduate) and compulsory course registration (undergraduate and postgraduate)

c. Restrained from submitting Progress Report.

d. Restrained from sitting for examinations.

e. Restrained from submitting thesis/dissertation for oral examination (*viva voce*).

f. Restrained from viewing exam results.

g. Restrained from applying for residential college for the next semester (for students with residential college fee debts only)

h. Suspended from studies.

i. Expelled from the University.

j. Restrained from receiving the Senate Letter and attending Convocation Ceremony.

k. Restrained from receiving the Certificate and Academic Transcripts.

l. Restrained from making payment from a Personal Bond.

17.1.4. Postgraduate students who face penalty as item 17.1.3 (e) and have no semester balance (example semester 8/8 or 16/16), can pay the outstanding debts by instalment. However, the thesis/dissertation of the students will not be processed by the University for the purpose of oral examination (*viva voce*) until the outstanding debts are paid.

17.1.5. For item 17.1.3 (j), sanctions may be exempted for sponsored students if they are able to produce a written payment guarantee from the sponsor for the outstanding amount.

## **18. CONCLUSION**

- 18.1. This Student Financial Regulations was approved by the University Committee Meeting (JPU) No. 11/2019 dated 17 June 2019. This regulation replaces The Student Payment Regulations (Bursary Circular No. 2/2009 dated 5 June 2009).
- 18.2. This regulation is subject to amendments from time to time. Any changes will be notified in circulars or Bursar's Department circulars.
- 18.3. The university reserves the right to charge any related fees from time to time subject to the approval of the University authority.

## PAYMENT METHODS – FEE AND OTHER CHARGES/FINES

NO.	TYPE OF STUDENT	METHOD
1	New students (Local undergraduates only)	<p><b>Payment at the Bank Islam Counter (<i>Bill Presentment</i>)</b> Payment can be made at any Bank Islam Branch (BIMB) counter.</p> <ol style="list-style-type: none"> <li>Fill out the 'Bill Payment' Slip'</li> <li>Make the payment payable to Universiti Teknologi Malaysia</li> <li>State Identification No.</li> <li>Enter the payment amount</li> <li>Submit the slip and make the payment at the bank counter</li> <li>Save the payment slip for reference.</li> </ol> <p><i>Note: Payment offset with debit charge is updated within three (3) working days (excluding payment day).</i></p>
2	New Students	<p><b>UTM e-Commerce Portal</b></p> <ol style="list-style-type: none"> <li>Go to <a href="https://ecommerce.utm.my/ecommerce/">https://ecommerce.utm.my/ecommerce/</a></li> <li>Select "Payment" menu</li> <li>Choose "Postgraduate Tuition Fee" or "Undergraduate Tuition Fee" category</li> <li>Click on the "Action" button for the payment rate to be paid</li> <li>Click "Payment Type" - (FPX or Credit Card (Master/Visa))</li> <li>Enter payment amount (if necessary)</li> <li>Enter "Payer Information"</li> <li>Click on the "Submit" button</li> <li>Make sure the transaction status is "<b>successful</b>" and print the receipt.</li> <li>Save the receipt for reference.</li> </ol> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>For step g., make sure the "Payer Information" entered is the student information, even though payment is made on behalf of the student.</li> <li>Payment offset with debit charge is updated within three (3) working days (excluding payment day).</li> <li>A receipt can be obtained after successful payment.</li> <li>FPX service charge is RM0.50.</li> </ol>

NO.	TYPE OF STUDENT	METHOD
3	Senior Students	<p><b>MyUTM Portal</b></p> <ol style="list-style-type: none"> <li>a. Go to <a href="http://my.utm.my">my.utm.my</a></li> <li>b. Login using Identification No/ISID No. and password</li> <li>c. Choose “Student Info” menu</li> <li>d. Click “Financial”</li> <li>e. Choose the payment method (FPX or Credit Card)</li> <li>f. Follow the instruction process as indicated.</li> <li>k. Make sure the transaction status is “<b>successful</b>” and print the receipt.</li> <li>l. Save the receipt for reference.</li> </ol> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>1. Payment offset with debit charge is updated within three (3) working days (excluding payment day).</li> <li>2. A receipt can be obtained after successful payment.</li> <li>3. FPX service charge is RM0.50.</li> </ol>
4	Senior Students	<p><b>UTMSmart Application</b></p> <ol style="list-style-type: none"> <li>a. Download UTMSmart application in <a href="#">Google Play Store</a> (Android) or <a href="#">App Store</a> (iOS).</li> <li>b. <i>Login</i> using UTMID and username</li> <li>c. Click on “Financial Status” icon</li> <li>d. Choose semester</li> <li>e. Click on Pay icon</li> <li>f. Enter the amount to be paid (if you want to pay less than the total semester debt).</li> <li>g. Choose payment method (FPX or Credit Card)</li> <li>h. Click Next</li> <li>i. Choose Bank</li> <li>j. Click Next</li> <li>k. Follow the instruction process as indicated.</li> <li>l. Make sure the transaction status is “successful.”</li> <li>m. Save the receipt for reference.</li> </ol> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>1. Payment offset with debit charge is updated automatically.</li> <li>2. A receipt can be obtained after successful payment.</li> <li>3. FPX service charge is RM0.50.</li> </ol>

NO.	TYPE OF STUDENT	METHOD
5	Senior Students	<p><b>JomPAY</b> To make the payment, 'Login' to your Internet Banking.</p> <ol style="list-style-type: none"> <li>Choose JomPay payment method</li> <li>Choose UTM JomPay Biller Code: 7872</li> <li>Ref-1: Enter Identification No. / ISID No. /Matric No.</li> <li>Ref-2: Enter ARN No. (New students).</li> <li>Print the payment slip for reference.</li> </ol> <p><i>Note:</i> 1. For steps c and d., make sure the information entered is student information, even though the payment is made on behalf of the student. 2. Payment offset with debit charge is updated within fourteen (14) working days (excluding payment day).</p>
6	New Students/ Senior Students	<p><b>CIMBClicks</b> (Students need to have an account with CIMB)</p> <ol style="list-style-type: none"> <li>Login to CIMBClicks</li> <li>Choose "Pay&amp;Transfer" menu</li> <li>Choose 'Paybill'</li> <li>Enter the name of the recipient: 'Universiti Teknologi Malaysia (UTM)'</li> <li>Enter Matric No., Identification No. or ISID No.</li> <li>Enter the payment amount and payment date</li> <li>Click 'Make payment'</li> <li>Click TAC and enter TAC No. after receiving it from the Bank</li> <li>Make sure the transaction status is "successful" and print the receipt (payment slip).</li> <li>Save the receipt for reference or bring during the day of the new student registration.</li> </ol> <p><i>Note:</i> 1. For step e., make sure the information entered is student information, even though the payment is made on behalf of the student. 2. Payment offset with debit charge is updated within three (3) working days (excluding payment day).</p>

NO.	TYPE OF STUDENT	METHOD
7	New Students/ Senior Students	<p>If you do not have the internet banking access, payment can be made via Bank Draft payable to <b>BENDAHARI UTM</b>. Please bring the Bank Draft on the new student registration day or send it to the Bursar's Department.</p> <p><i>Note:</i></p> <p>1. <i>Payment offset with debit charge is updated within fourteen (14) working days (excluding payment day).</i></p>

## ATTACHMENT II

### SHORT SEMESTER FEES (SEMESTER 3, ACADEMIC SESSION)

1. Short semester fees cover service fees and study fees per credit. Service fees are the same as the service fees charged during the regular semester while the tuition fees per credit are as follows:

Type of Study	Study Fees Per Credit		Maximum Credit Registered
	Local Students	International Students	
<b>Bachelor Degree:</b>			
Engineering	RM45	RM160	8 credits
Science & Technology	RM40	RM150	8 credits
Social Sciences	RM35	RM130	8 credits
<b>Master</b>	RM75	RM190	10 credits
<b>Doctor of Philosophy</b>	RM75	RM190	10 credits

2. This fee structure is applicable to the main stream programs or the like. For non-mainstream programs such as offshore or special programs or programs of which fees are based on program costing, this fee structure is not applicable if they are still in the regular semester of offshore/special program as they are included in the fee packages of their respective programs.
3. For University general requirement courses with no credit, the equivalent credit hours for these courses are 3 credit hours. For example, Research Methodology Course (UXX0010).
4. The above fees are subject to change from time to time.

### ENGLISH PREPARATORY AND PRE-REQUISITE PROGRAM

1. The tuition fee structure for The English Preparatory Program and the Pre-requisite Program is as follows:

Type of Program	Type of Study	Program	Active Code	Study Fees	Registration Fees	Service Fees
English Preparatory Program	Undergraduate or Postgraduate	IEP Program	D	RM2,450	The rate is based on student intake	
		CIEP Program	D1	No Charge	The rate is based on student intake	
English Preparatory + Faculty Program	Postgraduate	English For Postgraduates Program (EPG)	A1	RM2,500 + Faculty/School Program Fees	The rate is based on student intake	
	Undergraduate	IELTS Preparation Course	A2		The rate is based on student intake	
Pre-requisite Program	Undergraduate	Bridging	P	RM3,900	The rate is based on student intake	
	Postgraduate	Pre-Master	P1	RM3,900	The rate is based on student intake	

2. The above fee rates are subject to change from time to time.



**PERSONAL BOND RATES**

1. Personal Bond Rates by the Immigration Department of Malaysia are as follows:

<b>RM 2,000</b>	<b>RM1,500</b>	<b>RM1,000</b>	<b>RM 750</b>	<b>RM500</b>	<b>RM300</b>	<b>RM200</b>	<b>RM1,500</b>
Canada USA Colombia Angola Burkina Faso Burundi Cameroon Central African Republic Congo Cote D'Ivoire Djibouti Equatorial Guinea Eritrea Ethiopia Guinea-Bissau Liberia Mali Mozambique Nigeria Rwanda Western Sahara	Saudi Arabia Africa Australia British C.I Brunei China Europe Iran Iraq Portugal C.I Taiwan Tunisia Vietnam	Japan South Korea Macao Hong Kong	Bangladesh Philippines India Myanmar Nepal Pakistan Sri Lanka	Indonesia	Thailand	Singapore	Fee for other countries

2. The rates stated are subject to change from time to time by the Immigration Department of Malaysia (JIM).

## ATTACHMENT V

### FEE STRUCTURE FOR STUDENT INBOUND MOBILITY PROGRAM, STUDENT EXCHANGE PROGRAM AND RESEARCH INTERNSHIP/ATTACHMENT

1. The charges for inbound mobility program students (for a period of 3 months to a year) are as follows:

Item	Charges	Undergraduate (Bachelor)	Postgraduate (Master & PhD)
<b>A.</b>	<b>Registration</b> i) Registration Fees ii) Matric Card	RM350.00  RM30.00	RM350.00  RM30.00
<b>B.</b>	<b>Tuition Fees per semester</b> i) The fee exemption for students from UTM international partner university. ii) Limited to the first 5 students from each international partner university per semester.	RM1,550.00	RM2,600.00
<b>C.</b>	<b>Pre-arrival:</b> <i>Visa Approval Letter</i>	Subject to Education Malaysia Global Services (EMGS) charges	
	<b>Visa</b> Mobility Pass	RM250.00	RM250.00
<b>D</b>	<b>Personal Bond</b>	Refer <b>Attachment IV</b>	
<b>E.</b>	<b>Medical Check-up</b>	RM250.00	RM250.00
<b>F.</b>	<b>Accommodation</b>	Minimum RM20/day	

2. For special inbound mobility program students i.e. a group of mobility students based on instruments or agreements approved by the University, a copy of the instrument or agreement document must be attached as a supporting document for the reduction of tuition fees.
3. The above fees/charges are subject to change from time to time

**TUITION FEE TERMS FOR NON-MAIN STREAM PROGRAMS**

1. The offshore or special program under SPS or Faculty/School (the ‘B’ and ‘C’ implementation method) is a postgraduate program conducted modularly in which the teaching and learning is usually held on non-working days (weekends), and the majority of the learning locations are off campus.
2. The tuition fees for offshore or special programs are calculated based on the teaching and learning operating costs following the planned study duration, and the fees per semester are on a package basis.
3. The University offers offshore and special program students to make fee payment according to the tuition fee instalment payment plan, as stated in the offer letter.
4. Charges for tuition fees for special cases are as follows:

<b>Status</b>	<b>Duration</b>	<b>Charge</b>
Not registered in any program	Not applicable	None
Withdraw from the University	Within 14 working days from the registration date	Offshore Program: RM300.00 Special Program: Following Item 8.2.1  Note: i) New students only ii) Course Registration status is disregarded.
	After 14 working days until the mid-semester break ends	<u>New students &amp; have not registered courses:</u> Offshore Program: First instalment of semester fees Special Program: Following Item 8.2.1
		New students/seniors & have registered courses: 50% of the semester fees
After the mid-semester break	<u>New students &amp; have not registered courses:</u> Offshore Program: First instalment of semester fees Special Program: Following Item 8.2.1  <u>New students/seniors &amp; have registered courses:</u> 100% of the semester fees	

<b>Status</b>	<b>Duration</b>	<b>Charge</b>
Defer/Medical Leave during regular semester for offshore/special program	Before the mid-semester break ends	<u>New students &amp; have not registered courses:</u> Offshore Program: First instalment of semester fees Special Program: Following Item 8.3  <u>New students/seniors &amp; have registered courses:</u> 50% of the regular semester fees
	After the mid-semester break	<u>New students &amp; have not registered courses:</u> Offshore Program: First instalment of semester fees Special Program: Following Item 8.3  <u>New students/seniors &amp; have registered courses:</u> 100% of the regular semester fees
Defer/Medical Leave during additional semester	Not applicable	Following Item 8.3
Short semester in regular/ additional semester	Not applicable	There is no charge because it is included in the program package
Additional Semester	Not applicable	The program fee rate is based on the student intake
Repeat Subject / Repeat Grade	Not applicable	RM300.00 per credit (offshore program only)

5. If a student passes a regular semester, but the fees charged are insufficient for the entire program fee (usually because of deferment/medical leave), the difference may be added in the additional semester on top of the additional semester tuition fees.

## ATTACHMENT VII

### OTHER CHARGES/FINES

1. Other charges and fines are as follows: -

No	Charge/Fine	Undergraduate (RM)	Postgraduate (RM)	Supervisory Office
1	Late course registration	100.00/ course	100.00/course	AMD/Faculty
2	Late course registration amendment	Maximum 100.00/ course	100.00/ course	AMD/ Faculty
3	Late course withdrawal penalty	None	100.00/ course	Faculty
4	Grade Replacement (UG)	75.00/credit	75.00/credit	Faculty
5	Penalty for Cancellation of Termination Status	Not applicable	RM250.00	AMD
6	Oral Examination ( <i>viva voce</i> )  <i>* Student intake starting from academic session 2016/2017</i>	Not applicable	RM1,500.00 (Master); RM2,500.00 (PhD)	Faculty
7	Thesis Re-examination	Not applicable	RM1,000.00 (Master); RM2,000.00 (PhD)	Faculty
8	Academic Transcript	RM15.00/set (Diploma); RM20.00/set (Bachelor)	RM10.00/set (Pre-transcript); RM25.00 /set (Master and PhD)	AMD
9	Academic Transcript – Postal Charge	RM10.00 – Malaysia RM20.00 - ASEAN Countries, China, India, Bangladesh, Nepal, Hong Kong, Taiwan, Pakistan; RM30.00 – Other countries.		AMD
10	Convocation Fee	RM180.00 (Diploma); RM200.00 (Bachelor)	RM250.00 (Master and PhD)	AMD
11	Duplicate Degree Certificate	RM500.00	RM500.00	AMD
12	Convocation Attire Selling Prize	RM700.00 (Diploma and Bachelor)	RM800.00 Master); RM1,000.00 (PhD)	AMD
13	Security Penalty	Depend on the rate of penalty		Security Division
14	Library Penalty	Depend on the rate of penalty		Library

2. The above charges / fines are subject to change from time to time.