

UNIVERSITI TEKNOLOGI MALAYSIA

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BURSAR CIRCULAR NO. 01/2021

ENFORCEMENT OF UNIVERSITI TEKNOLOGI MALAYSIA RULES (STUDENT FINANCIAL)

With all due respect, please be informed that University Board of Directors Meeting No. 110 dated 05 January 2021 has approved the **Universiti Teknologi Malaysia Rules (Student Financial)**.

2. With the enforcement of Universiti Teknologi Malaysia Rules (Student Financial), Bursar Circular No. 3/2019 - Student Financial Regulation is hereby canceled. The Universiti Teknologi Malaysia Rules (Student Financial) are as attached and can be downloaded through MyUTM portal or <https://bursary.utm.my/pekeliling>. If there is any discrepancy in the meaning of this Circular, the Malay version shall prevail.

3. Therefore, all students and staff are required to take note of the enforcement of The Universiti Teknologi Malaysia Rules (Student Financial). The circular takes effect immediately.

Thank you and stay safe.

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust



(ABU BAKAR BIN MOHD SALLEH @ AHMAD)

The Bursar

Universiti Teknologi Malaysia

- s.k
- Naib Canselor
 - Timbalan Naib Canselor (Hal Ehwal Pelajar)
 - Timbalan Naib Canselor (Akademik dan Antarabangsa)
 - Timbalan Naib Canselor (Penyelidikan & Inovasi)
 - Timbalan Naib Canselor (Pembangunan)
 - Pro- Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pengarah Pusat Penyelidikan – UTM Pagoh
 - Pegawai-Pegawai Kanan/Dekan/Pengarah



UNIVERSITI TEKNOLOGI MALAYSIA RULES (STUDENT FINANCIAL)

Published by:

UNIVERSITI TEKNOLOGI MALAYSIA

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

UNIVERSITI TEKNOLOGI MALAYSIA RULES (STUDENT FINANCIAL)

In the exercise of the powers conferred by section 36 (h) of the Constitution of the Universiti Teknologi Malaysia, the University and University College Act 1971 (Act 30), the Board of Directors Universiti Teknologi Malaysia shall make the following rules:

PART I

PRELIMINARY

Name

1. This Rules may be cited as the Universiti Teknologi Malaysia Rules (Student Financial).

Interpretation

2. In this Rules, unless the context requires a different meaning-

“Student Account” means 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 at University.

“Faculty” means any faculty, school, academic centre and institute that offers study programs and has students.

“Working Days” means Sunday to Thursday for Skudai campus and Pagoh campus and Monday to Friday for Kuala Lumpur campus.

“Residential College” means hostel provided by the University for students.

“Courses” means subjects in the program curriculum that have their specific codes.

“Board” means Universiti Teknologi Malaysia Board of Directors

“Module” means a separate unit or component of course that is carried out continuously until completion.

“Modular” means separate course units or components that are implemented continuously until completion.

“Notice” means Offer Letter for New Students and / or any method of notification by the University as appropriate

“Active Student” means students with the University student status.

“International student” means students who have permanent resident (PR) status and are non-Malaysians.

“New Student” means first semester students including students following English preparatory and pre-requisite programs at the University.

“Student” means individuals enrolled in an academic program at the University.

“Senior Student” means students who have undergone and passed a minimum of one semester of study at the University.

“Pre-active Students” means post-graduate students from research mode who are enrolled at the University outside the registration period for New Students.

“Local Student” means students who are citizens of Malaysia.

“Inactive Students” means students who no longer hold a University student status because they have graduated, passed away, been terminated, withdrawn from the University and and so on.

“Sponsors” means any individual/organisation/government/private institution that finances the cost of studying of a student/ group of students at a University.

“Programs” means the field of study approved by the Senate as an academic program for the purpose of awarding a degree.

“Non-Mainstream program” means 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” means 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” means a program that is conducted to meet the demands of a specific university or institution.

“Postgraduate Program” means a Master's Degree or Doctorate Degree program.

“Mainstream Program” means an academic program conducted on University campus.

“English Preparatory Program” means a program for student who do not fulfill University English requirement.

“Offshore Program” means a program that runs on a Modular basis.

“Undergraduate Program” means an academic program at the Bachelor's Degree level.

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

“University Family House” means a residence provided by the University for students with families.

“Regular Semesters” means semester one and semester two in one academic session.

“Short Semester” means a semester of study conducted during the end of the Academic Session break.

“Senate” means Senate of Universiti Teknologi Malaysia.

“Academic Session” means two Regular Semesters and a short semester or academic break.

“Full Scholarship” means the funding of the study, which includes tuition fees, Residential College fees or other related fees.

“Withdrawal from Course” means an act of withdrawing from a course within the time specified by the Senate

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

“University” means Universiti Teknologi Malaysia.

“Study Fee” means fees charged to students during each semester of study in connection with an academic activity or course taken for a semester.

“Registration Fee” means fees charged to New Students first semester only for the registration facilities and services.

“Tuition Fee” means fees charged to students including Study Fee, Registration Fee and Service Fee.

“Service Fee” means fees charged to students during each semester of study for the facilities provided by the University.

PART II
TUITION FEE

3. General Information

- (1) For the purpose of implementing this rule, the Board has the power to determine the rate of Tuition Fee for University students. However, Study Fee for Local Student needs to be approved by the relevant Ministry.
- (2) The components of Tuition Fee in sub-rule (1) shall be-
 - a) Study Fee;
 - b) Registration Fee;
 - c) Service Fee.
- (3) Nothing in this rule shall be deemed to limit the authority of the Board in amending the rate of Tuition Fee.
- (4) For the purpose of implementing sub-rule (3) above, a written Notice shall be issued to the Student, Sponsor and third party.

4. Period of Payment of Tuition Fee

- (1) The student shall pay the Tuition Fee based on the following categories and periods:

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*

- (2) Sponsored students must submit a copy of the sponsorship letter to the Bursar's Department and only fully sponsored students are allowed to enrol in a program without making any payment.
- (3) For sponsored students, the Student Account update is subject to the receipt of payment from the Sponsor.

- (4) New Students must pay the 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 sub-rule (1) above.
 - (5) New Students who have arrears of fees / charges / fines during the previous program of study, must settle the arrears before being allowed to register in a program at the University.
5. Short Semester (Semester 3, Academic Session)
- (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.
 - (2) Service Fee and Study Fee will be charged to students who register for a short semester as in **Schedule I**.
 - (3) Students who have made payments but withdraw from the program, or cancel or reduce the number of credit hours taken (withdrawal from course) are not entitled to claim for refunds after the course registration.

PART III

RESIDENTIAL COLLEGE FEES

6. Residential College Fees Charged To Students.
- (1) 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.
 - (2) The Residential College fees for a Regular Semester is for a duration of one (1) semester.
 - (3) For students occupying hostels during the semester breaks, the Residential College fees are calculated based on daily rental rates.
 - (4) 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.
 - (5) For students granted exemption or reduction of Residential College fees by the University, the adjustment of Residential College fees shall apply.

- (6) 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.
- (7) New Students who are approved to withdraw from the University within 14 Working Days as in rule 9 (2), Residential College fees will be charged according to the daily rental charge rate and the actual number of days of stay. There is no refund of Residential College fees if approved to withdraw from the University after 14 Working Days.
- (8) Local Student of Undergraduate Program are required to reside in Residential College. Applications to reside outside the University campus are only approved for students who meet the conditions set by the University
- (9) Active Students of Postgraduate Program and International Student who checking out of a Residential College on / within 14 Working 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) Active Students of Postgraduate Program and International Student who checking out of a Residential College after 14 Working Days from the date of check-in will be charged the full Residential College fees. If payment has been made, no refund will be given.
- (11) In relation to sub-rule (9) and (10) above, the date of check-in at the Residential College means:
 - a. Date of collection of room keys for New Students;
 - b. Date of collection of room keys for Postgraduate Program Student and International Student, who apply and check in directly at the Residential College;
 - c. Date of semester begins for Senior Students of the Undergraduate Program who successfully get accommodation through a Residential College application for a new Academic Session applied online or manually.
- (12) 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 locally and abroad are not considered as participating in university activities.

- (13) Active postgraduate students who have completed viva voce or special exams and checking out from a Residential College after 14 Working 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.
- (14) Cancellation of Residential College accommodation for new session / semester:
 - a. Senior Students of the Postgraduate Program and International Students who successfully obtained Residential College accommodation in the new session/semester (applied online or manually) but did not check in at the Residential College after 14 Working Days from the date the semester begins, are considered to have rejected the offer to stay at the Residential College. Residential College fee charges for the semester will be canceled but Residential College fee charges for 14 Working Days with a daily charge rate along with a service charge of RM50.00 will be charged.
 - b. Senior Students of the Postgraduate Program and International Students who formally inform the cancellation of Residential College accommodation within 14 Working Days after the semester begins, will be charged a Residential College fee according to the daily charge rate from the date of semester begins until the cancellation notice date. A service charge of RM50.00 is also charged.
 - c. For students who formally inform the cancellation of Residential College accommodation for the next session/semester before semester begins, a service charge of RM50.00 will be charged and the semester Residential College fee charge will be canceled.
- (15) Students residing at the University Family House, are subject to the University Family Housing Rules.
- (16) If the Student has a debt in the Student Account, the University Family Housing deposit can be adjusted with the debt.
- (17) 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.

- (18) Residential College fees should be pay before pre-registration of Courses week begin (undergraduate) or before application for Residential College of new session / semester is open or before end of semester.
- (19) Students who fail, neglect or neglect to pay their college tuition fees shall be deemed indebted to the University and may be subject to restrictions imposed by the University.

PART IV

PROCEDURE (COLLECTION)

7. Procedure for Payment of Fees and Other Charges / Penalties

- (1) The student shall pay the tuition fee according to the payment method specified by the University as **Schedule II**.
- (2) 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, the student should be held responsible for any problems that may arise.
- (3) Payment update period for each payment method is as stated in **Schedule II**.
 - a. For payments made through any other payment methods specified in **Schedule II**, 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 by attaching the proof of payment. Failure to notify the office could result in the student's account not being updated.
 - b. Update on payment will take longer period during the registration week of New Students. However, it will not take more than 30 Working Days.
 - c. The University only issues receipts for tax audit purposes (upon request). Students are encouraged to use online payment methods where receipts are generated automatically when payment is successfully made.
 - d. Other payment methods acceptable by the University will be updated from time to time.

8. Review of Student Account

- (1) Students should from time to time review their Student Account and ensure all transactions are accurate through the MyUTM portal or UTMSmart Application a or any official medium provided by the University.

- (2) If the student or Sponsor pays in foreign currency and the exchange to Ringgit Malaysia is unable to fully settle the fees and charges set, the University reserves the right to make a claim against the difference.
- (3) Any excess payment will be refunded to the student or Sponsor or related party after taking into account the university fees. If the tuition fee received is for one year of study, the excess payment will be paid to the student after one-year adjustment of the tuition fee. The University does not hold any excess payments except with the approval of the University or instructions from the Sponsor.
- (4) For students who are entitled for a reimbursement, the refund process is within 14 Working Days to 30 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.
- (5) 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) 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.
- (7) Any bank charges from the returns or payments through the Telegraphic Transfer method are borne by students.
- (8) If there is any question, comment or complaint, please direct it to the Bursar's Department via email at bendahari-ukp@utm.my (please state Matric No./IC No./ISID No./ARN No. – for New Students only). The University will respond within five (5) Working Days.

PART V

SPECIAL CASES

9. Tuition Fees for Special Cases

(1) Not Registering at University

- a. Refund of students who do not register for study will be made if payment has been received by the University.
- b. 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 that period.

(2) Withdrawal from the University

- a. New Students who are approved to withdraw from the University effective within fourteen (14) Working Days from the date of enrollment at the University irrespective of whether the student has enrolled for the course or not, shall be eligible for a refund of the fees paid except Registration Fee.
- b. 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 regardless of whether the student has registered for the course or not and the University reserves the right to claim for any outstanding fees.
- c. 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.
- d. 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.
- e. 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 that period.
- f. Students who are allowed to withdraw from studies are responsible for any implication and action taken by the University or Sponsors, if relevant.
- g. For English Preparatory Program and Pre-Requisite Program students who are allowed to withdraw from the University, please refer to sub-rule (5).
- h. Postgraduate students of Non-Mainstream Programs who are allowed to withdraw from the University, please refer to rule 12 (3).

(3) Deferment of Study or Sick Leave

- a. 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:

Course Registration Status (including pre-registration)	Duration	Semester Fees
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 ¹	<ul style="list-style-type: none">• 50% of study fees² and;• 100% of registration & service fees
Register	Date of approval of deferment/sick leave from the University is after the mid-semester break	100% of semester fees

Note:

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.

- b. In accordance with the Academic Regulations, if any student withdraws 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 subrule (3) (a.) above.
- c. Senior Students who are allowed by the University to defer their studies or take sick leave before the new semester begins but have registered a course during course pre-registration week, no fee will be charged.
- d. For English Preparatory Programs and Pre-Requisite Programs students who are allowed to defer or take sick leave by the University, please refer to sub-rule (5).
- e. Postgraduate students of Non-Mainstream Programs students who are allowed to defer or take sick leave by the University, please refer to rule 12 (3).

(4) Pre-active Postgraduates

- a. Pre-active postgraduate students will be charged with Registration Fee and Service Fee. If the students enrol in a course, Study Fee will also be charged.
- b. Sub-rule (2) applies to pre-active postgraduate students who are allowed by the University to withdraw from the University.

(5) English Preparatory Program or Pre-Requisite Program

- a. Students of undergraduate and postgraduate programs who are required to take Pre-Requisite Program or English Preparatory Program must pay tuition fees as in **Schedule III**.
- b. For students who are allowed by the University to withdraw from the University, defer or take sick leave, fees will be apply regardless of whether the student registers for the course or not.

(6) Disciplinary Actions

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

(7) Deaths

- a. The University reserves the right to make claims on outstanding arrears if the student passes away during the course of study.
- b. Any outstanding arrears will be offset by insurance compensation for local student and personal bond for International Student.

(8) Termination of Study

- a. 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.

PART VI
FINANCING

10. (1) Sponsorship, Scholarship, Loans and Employee Provident Fund Scheme (EPF/KWSP)
- a. Sponsored student must provide proof and detailed information of the sponsorship if fees are to be paid by Sponsor.
 - b. 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 responsible for any issues that may arise in the future.
 - c. Students who receive sponsorship/scholarships directly from Sponsors (not through the Bursar's Department) are considered non-sponsored students.
 - d. The foreign exchange use in the invoice to international Sponsors will take into account bank charges and foreign exchange losses.
 - e. Sponsorship/loan payments will be processed upon receipt of funds and once the student information is completed.
 - f. 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.
 - g. 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.
 - h. Regarding item 10 (1) (g), if the payment of tuition fees is for one year of study, the excess payment will be paid to the student after taking into account of one-year tuition fee.
 - i. If the payment deposited by the Sponsors into the University's account is insufficient, the students have to pay the difference. Failure to pay the difference, the University reserves the right to take action under this rule.
 - j. 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.

- k. If the confirmation letter concerning the status of sponsorship extension has not been given, the student is required to pay all fees.
- l. The University reserves the right to take action on sponsored students if the Sponsor does not pay the arrears for more than two (2) semesters.

(2) Living Allowance

- a. Students receiving living allowance or other allowances other than tuition fees received (through the the Bursar's Department), such allowance shall be paid within the period specified in the sponsorship letter or as directed by the Sponsor. If not, it will be paid once but is limited to one (1) semester only.
- b. 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.

(3) Payment of fees through the Employees Provident Fund Scheme (EPF/KWSP) is as follows -

- a. 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:
 - i. Passes away before registration;
 - ii. Terminates his/her studies;
 - iii. Fails and is unable to continue his/her studies;
 - iv. Receives other financial assistance such as scholarships or study loans and so on.
- b. 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.

(4) 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 must be personally collected at the Bursar's Department counter.

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

PART VII

VISA, 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 with the rules of the Malaysian Immigration Department, personal bond will be charged to International Students based on country. Personal bond rates rates can be referenced through the Malaysian Immigration Department's official website at the link: <https://www.imi.gov.my/>
- (2) Personal Bond must be fully paid before enrolling as a New Student.
- (3) Personal Bond must be claimed by the student within one (1) year from the date of completion or end of study at the University, subject to compliance with rules and regulations set by the Immigration Department of Malaysia.
- (4) The Personal Bond will be refund to the Sponsor if the payment is paid by the Sponsor. Refund to sponsored students can be implemented with the written permission of the Sponsor.
- (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.
- (6) The University reserves the right to adjust Personal Bond with outstanding debt (if any).

PART VIII

FEE PAYMENT BY PROGRAM

12. (1) Student Inbound Mobility Program
 - a. Student Inbound Mobility Program consists of four programs which are Student Exchange Program, Research Internship/Attachment, Summer School and Academic Visit.
 - b. Program information and fees can be referenced through the official website of UTM International, Department of the Chancellery at the link: www.utm.my/international/

- c. For a special Student inbound mobility program that is a group of mobility students based on instruments or agreements approved by the University, a copy of the instrument or agreement must be attached as supporting documents for the reduction of Tuition Fee.
- d. The above fee / charge rates are subject to amendment from time to time.

(2) Mainstream Program

- a. Mainstream Program is full-time undergraduate and postgraduate program that conducted on the University's campus on a full-time basis.
- b. Local student tuition fee for undergraduate programs is subject to government subsidies. In addition, the determination of fees for other programs is subject to the authority of the University.
- c. Program information and fees can be referenced through the official website of the Student Recruitment and Admission Division, Department of Deputy Vice Chancellor (Academic and International) at the link: www.admission.utm.my
- d. The above fee / charge rates are subject to change from time to time.

(3) Non-Mainstream Program

- a. The Non-Mainstream Program is a postgraduate program that is typically implemented on and off main campus and the study is Modular in nature. Non-Mainstream Programs include Offshore Programs, Special Programs, executive programs, Industrial PhD programs, double degree programs, joint degree programs, online distance learning (ODL) and etc.
- b. The determination of Non-Mainstream Program fees is based on the calculation of program fees by the organizers of the program. Non-Mainstream Program Fee can be referenced through the official website of the Student Recruitment and Admission Division, Department of Deputy Vice Chancellor (Academic and International) at the link: www.admission.utm.my
- c. If a student exceeds a Regular Semester specified in the programme, but the fees charged are insufficient for the total 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.
- d. Students who have been approved for conversion from Mainstream Program to Non-Mainstream Program, semester fees will be

according to Non-Mainstream Program fees starting from the approved semester.

- e. The terms for Non-Mainstream Program Tuition Fee can be referred in **Schedule VII**
- f. The above fee / charge rates are subject to change from time to time.

PART IX

FEE REDUCTION/EXEMPTION

- 13. (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.
- (2) Application for reduction of fees is as follows:

Type of Study	Type of Reduction	Additional Notes
Undergraduate	Excellent New Students with CGPA 4.0	Local students only
	Excellent Senior Students with CGPA 4.0	Local students only
	Register Courses which are less than or equal to 5 credits in the advanced semester	<ul style="list-style-type: none"> ▪ Have exceed the approved normal period of study. ▪ Excludes UG course credit.
Postgraduate	Senior citizen students	
	Disabled (OKU) students	
	Students in the advanced semester: 1. Research Mode; 2. Coursework & Research Mode; 3. Coursework Mode	<ul style="list-style-type: none"> ▪ Main stream Program only ▪ Only for student intake before Semester 2, 2016/2017
	Students who submit the thesis for viva voce before the mid-semester break	
	UTM Staff	

Type of Study	Type of Reduction	Additional Notes
	Spouse/Children of UTM Staff	
	Early Bird Discounts	New Students only

- (3) Reduction and exemption of fees other than those stated above, can be implemented with the University approval.
- (4) If a student gets more than one fee reduction, only one reduction, which bears the earliest approval date, will be given.
- (5) The period of fee adjustment in the Student Account depends on the volume of instructions received by the Bursar's Department, but limited to 30 Working Days.

PART X

CHARGES/FINES OTHER THAN TUITION FEES

14. (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 **Schedule VIII**. Other charges / penalties other than Schedule VIII, may be implemented with the approval of the University.
- (2) Every charge/fine charged to students must be settled before the end of the semester in which the charge/fine is imposed.
- (3) The rate of the charges/fines above is subject to change from time to time.

PART XI

ACTIONS AGAINST STUDENTS WHO FAIL TO SETTLE PAYMENT

15. (1) If a student has fees and charges / penalties in arrears, the University reserves the right to make a claim against the student and the individual who is the guarantor of the student or Sponsor, including taking legal action.
- (2) In the event that any student fails, neglects or neglects to pay fees or other debts to the University, the student may be subject to the following matters:

- a. Imposed a sanction, subject to action approved by the University authority;
- b. Ordered to pay all outstanding fees, and taken to face legal action even if the student has left from the University;
- c. Imposed any of the following actions:
 - i. Charged a late payment fee.
 - ii. Restrained from course pre-registration (undergraduate) and compulsory course registration (undergraduate and postgraduate)
 - iii. Restrained from submitting Progress Report.
 - iv. Restrained from sitting for examinations.
 - v. Restrained from submitting thesis/dissertation for oral examination (viva voce).
 - vi. Restrained from viewing exam results.
 - vii. Restrained from applying for Residential College for the next semester (for students with Residential College fee debts only)
 - viii. Suspended from studies.
 - ix. Expelled from the University.
 - x. Restrained from receiving the Senate Letter and attending Convocation Ceremony.
 - xi. Restrained from receiving the Certificate and Academic Transcripts.
 - xii. Restrained from making payment from a Personal Bond.
- d. Postgraduate students who face penalty as rule 15 (2)(c)(v) 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.
- e. For rule 15 (2)(c)(x), sanctions may be exempted for sponsored students if they are able to produce a written payment guarantee from the Sponsor for the outstanding amount.

PART XII

GENERAL

- 16. (1) Nothing in this rule may be construed as limiting the Vice-Chancellor's discretion to issue guidelines for the use of this method and the Vice-Chancellor may impose on such guidelines any terms and conditions as it deems necessary and appropriate in connection with this rule.

- (2) No actions or omissions by the Vice –Chancellor carrying out the relevant functions prior to the enactment of this Rule may become void due to the reason of this Rule not yet coming into force.

Created on 06 November 2019

Chairman
Board of Directors
Universiti Teknologi Malaysia

SCHEDULE I (PART II)

SHORT SEMESTER FEES (SEMESTER 3, ACADEMIC SESSION)

- a. Short semester fees cover Service Fee and Study Fee per credit. Study Fee are charged according to the credit hours of the registered course and the fee rates are as follows:

Type of Program	Study Fee per Credit		Service Fee		Maximum Credit Registered
	Local Student	International Student	Local Student	International Student	
Bachelor:					
Engineering	RM45	RM160	RM110	RM190	8 kredit
Science & Technology	RM40	RM150	RM110	RM190	8 kredit
Social Science	RM35	RM130	RM110	RM190	8 kredit
Master	RM75	RM190	RM320	RM390	10 kredit
PhD	RM75	RM190	RM320	RM390	10 Kredit

- b. This fee structure is applicable to the Mainstream Programs or similar. 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 Semesters as they are included in the fee packages of their respective programs.
- c. 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)).
- d. The above fees are subject to change from time to time.

SCHEDULE II (PART IV)

PAYMENT METHODS – FEE AND OTHER CHARGES/FINES

NO.	METHODS
1	<p>MyUTM Portal</p> <ol style="list-style-type: none">a. Go to my.utm.myb. Login using UTMID and passwordc. Go to “My Profile” menud. Choose “Student Info” menue. Click “Financial”f. Choose the payment method (FPX or Debit/Credit Card)g. Follow the instruction process as indicated. Please ensure pop-up blocker is disable.h. Make sure the transaction status is “Successful”.i. Save or print the receipt for reference. <p><i>Note:</i></p> <ol style="list-style-type: none">1. Payment update is within 30 minutes.2. An Official Receipt will be email to registered email address.3. FPX service charge is RM0.50.
2	<p>UTMSmart Application</p> <ol style="list-style-type: none">a. Download UTMSmart application in Google Play Store (Android) or App Store (iOS).b. <i>Login</i> using UTMID and usernamec. Click on “Financial Status” icond. Choose semestere. Click “Details”f. Select all fees or select fees to pay only. You may edit the amount to be paid (if choose to pay less than the total fees).g. Choose payment method (FPX or Debit/Credit Card)h. Choose Banki. Follow the instruction process as indicated. Make sure the transaction status is “Successful.” <p><i>Note:</i></p> <ol style="list-style-type: none">1. Payment update is within 30 minutes.2. An Official Receipt will be email to registered email address.3. FPX service charge is RM0.50.

NO.	METHODS
3	<p data-bbox="496 233 662 258">CIMBClicks</p> <p data-bbox="496 264 1117 289">(Students need to have an account with CIMB)</p> <ol style="list-style-type: none"> <li data-bbox="496 331 821 357">a. <i>Login</i> to CIMBClicks <li data-bbox="496 363 948 388">b. Choose “Pay&Transfer” menu <li data-bbox="496 394 764 420">c. Choose ‘Paybill’ <li data-bbox="496 426 1243 493">d. Enter the name of the recipient: ‘Universiti Teknologi Malaysia (UTM)’ <li data-bbox="496 499 1162 525">e. Enter Matric No., Identification No. or ISID No. <li data-bbox="496 531 1149 556">f. Enter the payment amount and payment date <li data-bbox="496 562 834 588">g. Click ‘Make payment’ <li data-bbox="496 594 1279 661">a. Click TAC and enter TAC No. after receiving it from the Bank <li data-bbox="496 667 1195 693">h. Make sure the transaction status is “Successful”. <li data-bbox="496 699 1192 724">i. Save and/or print the payment slip for reference. <p data-bbox="496 779 565 804"><i>Note:</i></p> <ol style="list-style-type: none"> <li data-bbox="496 810 1276 898">1. <i>For step e., make sure the information entered is student information, even though the payment is made on behalf of the student.</i> <li data-bbox="496 905 1292 972">2. <i>Payment is updated within three (3) Working Days (excluding payment day).</i>

SCHEDULE III (PART V)

ENGLISH PREPARATORY PROGRAM AND PRE-REQUISITE PROGRAM

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

Type of Program	Type of Study	Program	Study Fee	Registration & Service Fee
English Preparatory Program	Undergraduate or Postgraduate	Program Intensive English Program (IEP)	RM2,450	The rate is based on student intake
		Program Centre of Intensive English Program (CIEP)	No Charge	The rate is based on student intake
English Preparatory + Faculty Program	Postgraduate	English For Postgraduates Program (EPG)	RM2,500 + Faculty Program Tuition Fee	The rate is based on student intake
	Undergraduate	IELTS Preparation Course		The rate is based on student intake
Pre-requisite Program	Undergraduate	Bridging	RM3,900 per semester	The rate is based on student intake
			RM1,300 for each repeated course.	
	Postgraduate	Pre-Master	RM3,900 (International); RM2,500 (Local)	The rate is based on student intake

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

SCHEDULE IV (PART VIII)

TERMS OF TUITION FEES FOR NON-MAINSTREAM PROGRAM

1. The offshore or special program is a postgraduate program conducted modularly in which the teaching and learning is usually held on non-working days and the majority of the learning locations are off campus. Both are known as Non-Mainstream Program
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:

Status	Duration	Charge
Not registered in any program	Not applicable	None
Withdrawal from the University	Within 14 Working Days from the registration date	Offshore Program: RM300.00 Special Program: Following Rule 9 (2) Note: i) New Students only ii) Course Registration status is disregarded.
	After 14 Working Days until the mid-semester break week ends*	<u>New students & have not registered Courses:</u> Offshore Program: First instalment of semester fees Special Program: 50% of semester fees

Status	Duration	Charge
		<u>New Students/seniors & have registered Courses:</u> 50% of the semester fees
	After the mid-semester break*	<u>New Students & have not registered Courses:</u> Offshore Program: First instalment of semester fees Special Program: Following Rule 9 (2) <u>New Students/seniors & have registered Courses:</u> 100% of the semester fees
Deferment or Medical Leave (during Regular Semester for Offshore/Special Program)	Before the mid-semester break week ends*	<u>New Students & have not registered Courses:</u> Offshore Program: First instalment of semester fees Special Program: Following Rule 9 (3) <u>New Students/seniors & have registered Courses:</u> 50% of the semester fees
	After the mid-semester break*	<u>New Students & have not registered Courses:</u> Offshore Program: First instalment of semester fees Special Program: Following Rule 9 (3) <u>New Students/seniors & have registered Courses:</u> 100% of the semester fees

Status	Duration	Charge
Deferment or Medical Leave (during additional semester)	Not applicable	Following Rule 9 (3)
Short semester in Regular Semester/ additional semester	Not applicable	There is no charge because it is included in the program package
Additional Semester	Not applicable	The Mainstream Program Tuition Fee based on the student admission intake session/semester
Repeat Subject / Repeat Grade	Not applicable	RM300.00 per credit

**Refer Akademik Calendar*

SCHEDULE V (PART X)
OTHER CHARGES/FINES

1. Other charges and fines are as follows: -

No	Charge/Fine	Undergraduate (RM)	Postgraduate (RM)
1	Late course registration	100.00/ course	100.00/course
2	Late course registration amendment	Maximum 100.00/ course	100.00/ course
3	Late course withdrawal penalty	None	100.00/ course
4	Grade Replacement (UG)	75.00/credit	75.00/credit
5	Penalty for Cancellation of Termination Status	Not applicable	RM250.00
6	Oral Examination (viva voce) <i>* Student intake starting from Academic Session 2016/2017</i>	Not applicable	RM1,500.00 (Master); RM2,500.00 (PhD)
7	Thesis Re-examination	Not applicable	RM1,000.00 (Master); RM2,000.00 (PhD)
8	Academic Transcript	RM15.00/set (Diploma); RM20.00/set (Bachelor)	RM10.00/set (Pre-transcript); RM25.00 /set (Master and PhD)
9	Academic Transcript – Postal Charge	RM10.00 – Malaysia RM20.00 - ASEAN Countries, China, India, Bangladesh, Nepal, Hong Kong, Taiwan, Pakistan; RM30.00 – Other countries.	
10	Graduation Fee	RM200.00 (Diploma); RM220.00 (Bachelor)	RM250.00 (Master and PhD)
11	Duplicate Degree Certificate	RM500.00	RM500.00
12	Convocation Attire Selling Prize	RM700.00 (Diploma and Bachelor)	RM800.00 Master); RM1,000.00 (PhD)
13	Security Penalty	Depend on the rate of penalty	
14	Library Penalty	Depend on the rate of penalty	

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