



اونيورسيتي مليسيا فهغ السلطان عبدالله
UNIVERSITI MALAYSIA PAHANG
AL-SULTAN ABDULLAH

STUDENT FINANCIAL GUIDELINES AND REGULATIONS

(UMPSA UNDERGRADUATE PROGRAMMES)

STUDENT FINANCE
DIVISION
BURSARY
DEPARTMENT

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

CONTENTS

• PART I Definitions	1-2
• PART II Enrollment Fee	3
• PART III Recurrent Fee	3-4
• PART IV Hostel Fee	5-6
• PART V Industrial Training Fee Extended Semester Fee Special Examination Fee Grade review process Fee Programme Change Processing Fee Convocation Fee	6-7
• PART VI Payment of Fees Checking Student Ledger	8-9
• PART VII Withdrawal from Studies Deferment of Studies Termination of Studies Not Due to Disciplinary Action Disciplinary Action	9-11
• PART VIII Sponsorship/Scholarship/Loan/Financing/Bursary Fee Payment through Employees Provident Fund (EPF)	11-12
• PART IX Visa, Student Pass and Personal Bond	12
• PART X Determination of Fees	13
• PART XI Reduction of Fees	13
• PART XII Charges/Penalties	13
• PART XIII Action Against Students Who Fail to Settle Payments	14
• PART XIV General Provisions	14

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

2023 Revised Edition

In case of any differences in meaning in this Guidelines and Regulations, the Malay version will be used.

Reproduction in any form, whether electronic, photocopy, recording, visual or any other means, of any part of the content's articles/illustrations is not allowed without written permission from the Bursary Department, Universiti Malaysia Pahang Al-Sultan Abdullah.

UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH
STUDENT FINANCIAL GUIDELINES AND REGULATIONS
(Undergraduate Programmes)

PART I

1. DEFINITIONS

In this Guidelines and Regulations, unless the context requires a different meaning:

“Faculty” is the main academic entity and the University Authority established under Section 24 of the Constitution that carries out the teaching for certificate, diploma, degree or any other academic qualification programmes as determined by the Senate for producing graduates in any academic program and carrying out research, consultancy, and services for knowledge and professional excellence.

“Residential College” is the hostel provided by the University for Students.

“Course” is a curriculum component of a programme with its own code that contributes to the achievement of the students’ learning outcome approved by the Senate.

“Student Ledger” is a record of a Student's transaction invoices, tuition fee payment and adjustment, hostel fee, charges and penalties, and other financial transactions throughout the Student's study at the University.

“Board” is the Board of Directors of Universiti Malaysia Pahang Al-Sultan Abdullah.

“International Student” is a Student with permanent residency status and is not a Malaysian citizen.

“New Student” is a Student in the first semester of a study programme at the University.

“Student” is a registered student, other than a student at an institution affiliated with the university, who enrolls in either a course of study, teaching, training or research in any capacity at the preparatory level, full-time, part-time or by correspondence by or from the university, including distance learning, off-campus and exchange Students.

“Senior Student” is a Student who has completed at least one semester of study at the University.

“Local Student” is a Student with Malaysian citizenship status.

“Sponsor” is a registered and recognized government institution/private institution/organization that funds the education expenses of an individual/group of Students at the University.

“Lecture” is all teaching and learning activities required for the determined learning outcomes in the teaching plan.

STUDENT FINANCIAL GUIDELINES AND REGULATIONS UMPSA UNDERGRADUATE PROGRAMMES

"Programme" is a field of study that is approved by the Senate as a full-time or part-time academic programme for the purpose of conferment.

"Undergraduate Programme" is an academic programme at the Diploma and Bachelor's Degree level.

"Regular Semester" means Semester I and Semester II including short semesters according to the duration specified by the Senate for an academic session.

"Preliminary Short Semester" is Semester I where a diploma Student begins his/her studies at the university.

"Short Semester" is a semester of study conducted during the final break of an academic session.

"Senate" is the Senate of Universiti Malaysia Pahang Al-Sultan Abdullah.

"Student Financial Information eComm System" is the Student eComm system containing sub-components of students' financial information throughout their study period.

"Full Sponsorship" is full tuition funding that includes Tuition Fees, Hostel Fees or any other fees stated.

"University" is Universiti Malaysia Pahang Al-Sultan Abdullah.

"Enrollment Fee" is the fee charged to New Students in their first semester only.

"Miscellaneous Fee" is the fee charged to Students each semester that is related to student facilities and services.

"Recurrent Fee" is the fee charged to Students that include Tuition Fees and Miscellaneous Fees each semester.

"Hostel Fee" is the fee charged to Students who stay in university hostels.

"Tuition Fee" is the fee charged to Students each semester of study that is related to teaching and learning activities or Courses taken for a semester.

The definitions used are according to the definitions of the Bursary Department.

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

PART II

2. ENROLLMENT FEE

- (1) New Students must make payment for the Enrollment Fee before registration day.
- (2) New sponsored Students must upload a copy of the sponsorship letter in the student verification system and inform the Bursary Department through the official email collection1@ump.edu.my. Only Sponsored Students are allowed to register for studies without making payment.

PART III

3. RECURRENT FEE

- (1) General Information

Recurrent Fee consists of:

- i. Tuition Fee
- ii. Miscellaneous Fees including Insurance, Welfare Fee, Health Fee, Student Welfare Fee and Student Activity Fee.

- (2) Payment Period

- i. The Fee must be paid each semester within the period as stated in Table I.

Table I: Fee Payment Period

ACTIVITY	NON-SPONSORED STUDENT		PTPTN STUDENT		SPONSORED STUDENT	
	NEW STUDENT	SENIOR STUDENT	NEW STUDENT	SENIOR STUDENT	NEW STUDENT	SENIOR STUDENT
Enrollment Fee Payment	Before registration	Not applicable	Before registration	Not applicable	Not applicable	
Miscellaneous and Hostel Fee Payment	Before registration	Week 4 of lecture	Before registration	Week 4 of lecture	Not applicable	
FIRST RESTRICTION for those with outstanding Miscellaneous and Hostel Fees	Week 5 of lecture		Week 5 of lecture		Not applicable	
Full Fee Payment	Before registration	Week 7 of lecture	Before registration	Week 7 of lecture	Week 7 of lecture	
SECOND RESTRICTION for those with outstanding Fees	Week 8 of lecture		Week 8 of lecture		Not applicable	
Final date to settle all outstanding Fees	Week 10 of lecture		Week 10 of lecture		Week 10 of lecture	
SUSPENSION OF STUDY for those still with outstanding Fees	Week 11 of lecture		Week 11 of lecture		Not applicable	
THIRD RESTRICTION	Not applicable		Not applicable		Week 18 of lecture	

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

- ii. Sponsored Students must fill in their sponsorship information and upload a copy of the sponsorship letter online on the student eComm. Students who do not do so will be considered as self-sponsored students, i.e., non-sponsored Students.
- iii. Students are responsible for checking the status of their sponsorship information in the Student Financial Information eComm System.
- iv. For sponsored Students, updating the Student Ledger is subject to payment receipt from the Sponsor.
- v. The student fee rate can be found on the Bursary Department portal.

(3) SHORT SEMESTER FEE

- i. Short semester studies typically commence after semester II. However, there is a preliminary short semester conducted for Diploma programme students enrolling in courses based on faculty stipulations.
- ii. Students taking Short Semesters will be charged Tuition Fees based on the number of credit hours as stated in Table II.

Table II: Rates of Short Semester Tuition Fees

COURSE TYPE	FEE RATE
Diploma– local students (All courses)	RM25.00/credit hour
Bachelor’s Degree– local students (All courses)	RM60.00/credit hour
Bachelor’s Degree– local students (UMPSA-GMI)	RM400.00/credit hour
Bachelor’s Degree– international students (Engineering courses)	RM250.00/credit hour
Bachelor’s Degree– international students (Non-engineering courses)	RM200.00/credit hour
UMPSA HsR and HsKA Dual Degree (Flying Professor courses)	RM110.00/credit hour
UMPSA HsR and HsKA Dual Degree (Other than Flying Professor courses)	RM60.00/credit hour

- iii. Students must settle all Short Semester Fees that are imposed on them before or during the course registration of the respective semester. Only students who have settled all relevant payments will be accepted for course registration.
- iv. Students who have settled payments but withdraw from the programme, cancel, or reduce the number of credit hours taken (Course Withdrawal), are not entitled to claim a refund after Course registration is made.
- v. Students need to ensure they can commit to their studies before registering and making payments.

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

PART IV

4. HOSTEL FEE

- (1) Hostel Fees are imposed on Students who are offered accommodation in the Residential College according to the rates set by the University.
- (2) Hostel Fees are based on the category of Student (Local or International Student), type of housing, type of college and type of room occupied.
- (3) Hostel Fees during Regular Semesters
 - i. The Regular Semester hostel fee is for one regular semester.
 - ii. Students who have agreed to accept the accommodation offer are required to make fee payment within the specified period.
 - iii. Students who have agreed to accept the accommodation offer but withdraw from staying in the hostel are not eligible for any refund and the University is entitled to claim any outstanding fees.
 - iv. Students who check in online but then do not physically check in and do not complete the check-out process will be charged full hostel fees.
 - v. Hostel fees for fully sponsored Students are processed by the University Bursary Department through sponsorship deductions, while Students who are not sponsored are responsible for their own accommodation payments.
 - vi. Students who apply for temporary accommodation in the regular semester (subject to availability and hostel terms and conditions) will be charged a daily rate according to external (commercial) agency rates and must be paid before being allowed to check in.
- (4) Hostel Fee during Short Semesters
 - i. The short semester hostel fee is for one short semester.
 - ii. Undergraduate Students who are studying during the short semester and are staying in the hostel will be charged the full rate for the short semester and must pay before being allowed to check-in.
 - iii. Undergraduate Students who apply for temporary accommodation in the hostel during the short semester (subject to availability and Residential College terms and conditions) will be charged a daily rate according to external (commercial) agency rates and must be paid before being allowed to check in.
 - iv. For Students who are directed by the University to participate in activities and stay in the hostel during a short semester, the hostel fee must be included under cost implication in the activity's paperwork and must be approved by university authority. The Residential College Office must notify the Bursary Department according to the approved paperwork. Fee adjustment will be made according to the approval. If not stated, Students must pay the hostel fee.
- (5) Local undergraduate students who are appointed as members of the Student Representative Council (SRC) are exempted from paying the hostel fee during their term of appointment while international undergraduate students who are selected as one of the SRC Exco can get a reduction in hostel fees limited to RM650.00 / semester. The Student Affairs and Alumni Office must inform the Bursary Department of the students' names for the purpose of hostel fee adjustment

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

- (6) Students who have graduated but still want to stay in Residential Colleges (subject to availability and hostel terms and conditions) will be charged a daily rate according to external (commercial) agency rates and must be paid before being allowed to check in.
- (7) Students who neglect, ignore, or fail to pay hostel Fees are considered to be in debt to the University and will be subject to restrictions and actions enforced by the University.

PART V

5. INDUSTRIAL TRAINING FEE

- (1) The rate of the Industrial Training Fee is based on the current rate according to the programme and course that has been set.

6. STUDENT FEE FOR EXTENDED SEMESTERS

- (1) Students who are taking Extended Semesters (beyond the regular semester period) of 9 credit hours for Diploma courses and for Bachelor's Degree courses: Engineering/Engineering Technology/Technology - registering for subjects that are a total of 12 credit hours or less, Applied Science/Computer Science - registering for subjects that are a total of 10 credit hours or less, Management - registering for subjects that are a total of 9 credit hours or less are eligible to apply for Tuition Fees at the rate stated in Table III.
- (2) Miscellaneous Fees must be fully settled.
- (3) There is no fee reduction for students who are still in the regular semester.
- (4) There is no fee reduction for students doing Industrial Training in extended semesters.

Table III : Rates for Short Semester Tuition Fee

COURSE TYPE	FEE RATE
Diploma– local students (All courses)	RM25.00/credit hour
Bachelor's Degree – local students (All courses)	RM60.00/credit hour
Bachelor's Degree – local students (UMPSA-GMI courses)	RM400.00/credit hour
Bachelor's Degree – international students (Engineering courses)	RM250.00/credit hour
Bachelor's Degree – international students (Non-Engineering courses)	RM200.00/credit hour
UMPSA HsR and HsKA Dual Degree (Flying Professor courses)	RM110.00/credit hour
UMPSA HsR and HsKA Dual Degree (Other than Flying Professor courses)	RM60.00/credit hour

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

7. HsR DUAL DEGREE PROGRAM STUDENTS IN GERMANY IN EXTENDED SEMESTER (until 2020/2021 intake only)

- (1) The fee charged is an administrative fee of RM50/semester only while in the extended semester.
- (2) However, all additional fees charged by HsR (if any) must be paid by the student. Students also have to bear all living expenses, visa and insurance costs themselves while studying for an extended semester at HsR Germany. Only the return flight ticket to Malaysia (1 time only as per the agreement) will be paid by UMPSA. (option 1 students only)
- (3) If there are any additional charges imposed by the HsR on the student while attending an extended semester in Germany, the student is responsible for making the payment himself/herself to the HsR.

8. SPECIAL EXAMINATION FEE

- (1) Students who wish to take the special examination must pay beforehand to be allowed to register.
- (2) Students who cancel or withdraw from taking the special examination are not allowed to claim a refund of the fee.
- (3) Students should make sure they can commit to taking the special examination before registering and paying.

9. GRADE REVIEW PROCESS FEE

- (1) Students who wish to apply for a grade review must first pay a grade review process fee before being allowed to make an application.
- (2) The grade review process fee will not be refunded whether the grade is successfully amended or not.
- (3) Students who cancel or withdraw from making a grade review are not allowed to claim a refund of the fee.

10. PROGRAMME CHANGE PROCESS FEE

- (1) Students who wish to apply for a program change must first pay a program change fee before being allowed to make the application. However, any programme changes are subject to the academic regulations in place and must be referred to the academic management beforehand.
- (2) The fee will not be refunded if the application fails.

11. CONVOCATION FEE

- (1) Convocation Fees that have been paid will not be refunded.

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

PART VI

12. PAYMENT OF FEES

- (1) Fees must be paid within the specified deadline and only through online methods. Cash and personal check payments are not accepted.
- (2) The online payment method is as listed in Table IV.

Jadual IV: Table of Payment Methods

NO	METHODS	DESCRIPTION
1	Payment through FPX	<p>a. Click on the e-payment link</p> <p>https://epayment.umpsa.edu.my/eFee/eFee.jsp?action=main</p> <p>b. Follow the instructions on the page. A User Guide is included.</p>
2	Payment through MAYBANK2U	<p>a. Login to Maybank2u >> Pay & Transfer >> Pay >> Pay to payee>> select new payment and choose Universiti Malaysia Pahang - Student</p>
3	Telegraphic Transfer (Electronic Fund Transfer)	<p>For control and monitoring purposes of the deposit, please email collection1@umps.edu.my to obtain UMPSA bank account information. Please specify student's name, student number, and phone number to be contacted when sending the email.</p>

- (3) Students need to keep the bank slip for reference and proof of payment.
- (4) Receipt will be generated within one (1) working day after the payment is made.
- (5) The university only issues official receipts for tax auditing purposes (upon request). Students can check the receipt online in the student eComm system after successful payment.

13. CHECKING STUDENT LEDGER

- (1) Students should periodically check their Student Ledger and ensure that all transactions are accurate through the Student Financial Information eComm System or any official Student ledger checking medium provided by the University.
- (2) If the Student or Sponsor pays using foreign currency and the exchange to Malaysian Ringgit cannot fully settle the fees and charges set, the University reserves the right to claim the difference.
- (3) Any excess payment will be returned to the Student or Sponsor after taking into account University fees. The University does not keep any excess payment unless approved by the University or instructed by the Sponsor or upon the student's request.

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

- (4) For Students who are eligible for a refund, the refund process is between fourteen (14) working days to thirty (30) working days (excluding the day the application was received by the University Bursary Department), provided that all Student records or data are complete and correct.
- (5) Students should ensure that their bank information is updated in the student system (only for banks operating in Malaysia). This is to facilitate any credit transactions to the bank.
- (6) For Students who have returned to their home country, refund or repayments will be made through Telegraphic Transfer. Students must submit complete bank information for transferring purposes.
- (7) If Students fail to submit their bank account information, any payment to the Students will be deferred until the bank account information is submitted.
- (8) Any bank charges from refunds or payments through telegraphic transfer will be borne by the Student.
- (9) Any enquiries should be channelled to the Bursary Department via email to collection1@umpsa.edu.my (please include Name, Matric No./ID No./Passport No. and contact number). The University will provide a response within five (5) working days. Emails that do not include student information will not be processed.

PART VII

14. WITHDRAWAL FROM STUDIES

- (1) New Students who are approved to withdraw from (terminate) their studies:
 - i. Within 14 days from the registration date:
 - a. Students will only be charged the Enrollment and Hostel Fees based on the duration of stay.
 - b. Students are exempted from Tuition and Miscellaneous Fees.
 - ii. After 14 days from the registration date but before/on week 15 of lectures or before the final exam week begins, whichever is earlier:
 - a. Students will only be charged the Enrollment, Miscellaneous and Hostel Fees.
 - b. Students are exempted from paying the Tuition Fee.
 - iii. On / After the week 16 of lectures or after the final exam week begins, whichever is earlier
 - a. Students have to pay the full fee. No fee waivers are granted.
 - iv. The university reserves the right to claim any remaining Fees that have not been paid.
- (2) Senior Students who withdraw from or terminate their studies:
 - i. Within 14 days from the registration date:
 - a. Students will only be charged the Hostel Fee based on the duration of stay.
 - b. Students are exempted from paying the Tuition and Miscellaneous Fees.

STUDENT FINANCIAL GUIDELINES AND REGULATIONS UMPSA UNDERGRADUATE PROGRAMMES

- ii. After 14 days from the registration date but before/on week 15 of lectures or before the final exam week begins, whichever is earlier:
 - a. Students will only be charged the Miscellaneous and Hostel Fees.
 - b. Students are exempted from paying the Tuition Fee.
- iii. On / After the week 16 of lectures or after the final exam week begins, whichever is earlier
 - a. Students have to pay the full fee. No fee waivers are granted.
- iv. Exclusive for Students in the UMPSA-HKA Germany Dual Degree Programme:
 - a. Year 1 senior Students who withdraw: The Year 1 Tuition Fee is according to normal undergraduate programme fees in the equivalent field.
 - b. Year 2 and beyond senior Students who withdraw: The Year 1 Tuition Fee (if not yet fully paid due to the rule allowing dual degree Students to pay the minimum Fee in Year 1) must be settled at the determined Dual Degree Fee rate.
 - c. Other regulations are subject to amendment or change from time to time.
- iv. The University is entitled to claim the outstanding fees.

15. DEFERMENT OF STUDIES

(1) Students who are approved for deferment of studies by the University Authority, whether they defer their studies, or their studies are deferred for a certain semester including deferment due to Medical Leave, Fees will only be charged as follows:

- i. Within 14 days from the registration date
 - a. Students will only be charged the Hostel Fee based on the duration of stay.
 - b. Students are exempted from paying the Tuition and Miscellaneous Fees.
- ii. After 14 days from the registration date
 - a. Students will only be charged the Miscellaneous and Hostel Fees.
 - b. Students are exempted from paying the Tuition Fee.
- iii. The University is entitled to claim outstanding Fees.

16. TERMINATION OF STUDIES NOT DUE TO DISCIPLINARY ACTION

(1) Senior Students who are terminated by the University Authority not due to disciplinary action are required to pay Fees as follows:

- i. Within 14 days from the registration date
 - a. Students will only be charged the Hostel Fee based on the duration of stay.
 - b. Students are exempted from paying the Tuition and Miscellaneous Fees.
- ii. After 14 days from the registration date but before/on week 15 of lectures or before the final exam week begins, whichever is earlier:
 - a. Students will only be charged the Miscellaneous and Hostel Fees.
 - b. Students are exempted from paying the Tuition Fee.

STUDENT FINANCIAL GUIDELINES AND REGULATIONS UMPSA UNDERGRADUATE PROGRAMMES

- iii. On / After the week 16 of lectures or after the final exam week begins, whichever is earlier
 - a. Students have to pay the full fee. No fee waivers are granted.
- iv. Exclusive for Students in the UMPSA-HKA Germany Dual Degree Programme:
 - a. Year 1 senior Students who withdraw: The Year 1 Tuition Fee is according to normal undergraduate programme Fees in the equivalent field.
 - b. Year 2 and beyond senior Students who withdraw: The Year 1 Tuition Fee (if not yet fully paid due to the rule allowing dual degree Students to pay the minimum Fee in Year 1) must be settled at the determined Dual Degree Fee rate.
 - c. Other regulations are subject to amendment or change from time to time.
- iv. The University is entitled to claim outstanding Fees.

17. DISCIPLINARY ACTION

- i. Students who are subject to disciplinary action, whether suspended or expelled, are required to settle all payments for the semester which the punishment takes effect.
- ii. The Students are also not eligible to receive any refunds and the University has the right to make claims for outstanding fees and charges.

PART VIII

18. SPONSORSHIP / SCHOLARSHIP / LOAN / FINANCING / BURSARY

- (1) Students who receive sponsorship/scholarship/loan/financing/bursary must enter the details and upload the relevant documents in the Student Financial Information eComm System.
- (2) Failure or delay in uploading the documents will result in a delay in processing claims by the Bursary Department to the Sponsor and the University will not be responsible for any issues that arise.
- (3) Payments will be processed after the allocation from the Sponsor is received and the Student's information is complete.
- (4) All sponsorship/scholarship or loan payments from the Sponsor that are deposited into the University's account (via the Bursary Department) will be offset against any unpaid or other outstanding Fees before the surplus payment are made to the Students.
- (5) If the payment deposited into the University's account is insufficient, Students must settle the difference not paid by the Sponsor. Failure to pay the balance not paid or sponsored by the Sponsor will result in action being taken against the students as stated in this document.
- (6) Students who have their sponsorship terminated or are applying for sponsorship renewal must upload a letter of renewal of sponsorship or confirmation from the sponsor before or on registration day.
- (7) If the confirmation of sponsorship renewal status from the Sponsor is not received, the Students will be classified as Students without sponsorship and is required to settle all fees themselves.
- (8) The University reserves the right to take action as per Part XIII to sponsored Students if the Sponsor does not settle the outstanding debt beyond the semester.

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

19. PAYMENT OF FEES THROUGH EMPLOYEES PROVIDENT FUND (EPF)

- (1) Parents / Student guardians / Students may make withdrawals from the EPF for education purposes to pay for fees. The EPF withdrawal application can be made online through the EPF's e-withdrawal for education (i-Akaun) portal on www.kwsp.gov.my.
- (2) Approved withdrawal funds from the EPF will be credited to the university account for the purpose of fee payment.
- (3) Payment of fees through the Employees Provident Fund Scheme (EPF) is as follows-
 - a. In accordance with the provisions of the Employees Provident Fund Act 1991, Section 58(a)(2), the University's Bursary Department will return any unused or partially unused amount to the EPF board in the event that a Student:
 - i. Has passed away prior to registration;
 - ii. Cancels his/her studies;
 - iii. Fails and is unable to continue his/her studies;
 - iv. Obtains other financial resources such as scholarships or student loans, etc.
 - b. In addition, any excess payment from the EPF is not allowed for any reason to be returned to any Student, and the excess will be carried over to the next semester to be offset against fees or any other charges.
- (4) Parents / Student guardians / Students must carry out the EPF withdrawal application process at the beginning of the semester to ensure that student fees can be paid within the period stipulated by the university. The University will not be responsible if the student is subject to restrictions when the credited amount to the University account is received after the fee payment deadline.

PART IX

20. VISA, STUDENT PASS AND PERSONAL BOND

- (1) All International student visa and passport matters are managed by Education Malaysia Global Services (EMGS).
- (2) The personal bond must be paid in full before registering as a New Student.
- (3) The Personal Bond Fee for international students will be returned after students complete their studies / withdraw / are terminated from their studies / fail their studies.
- (4) The University has the right to offset personal bonds with outstanding debts (if any).

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

PART X

21. DETERMINATION OF FEES

- (1) Tuition Fees for Local Students in the Mainstream Programmes for Undergraduate Programmes are subject to government subsidies.
- (2) The determination of fees for other programmes involving academic collaboration is under the authority of the University.
- (3) Information on programmes and Fees can be found on the Bursary Department's official website.
- (4) The fee/charge rate above is subject to change from time to time.

PART XI

22. REDUCTION OF FEES

- (1) Applications for Tuition Fee reductions are subject to the eligibility and conditions set by the University. The reduction is limited to only Tuition Fees.
- (2) Application for fee reduction is as follows:
 - i. Students in extended semesters. Subject to the following credit hour limit:
 - a. Engineering/Engineering Technology/Technology - Registering for subjects with a total of 12 credit hours or less
 - b. Applied Sciences/Computer Science - Registering for subjects with a total of 10 credit hours or less
 - c. Management - Registering for subjects with a total of 9 credit hours or less
 - d. Diploma - Registering for subjects with a total of 9 credit hours or less
 - ii. Children of staff
- (3) If the Student is eligible for more than one fee reduction, only one reduction will be given.

PART XII

23. CHARGES / PENALTIES ASIDE FROM TUITION FEES

- (1) Aside from Tuition Fees, the University may also impose charges/penalties on Students throughout their course of study that may be carried out with the approval of the University.
- (2) The list of charge rates can be found on the Bursary Department's official website.
- (3) Charge/penalty rates are subject to change from time to time.

**STUDENT FINANCIAL GUIDELINES AND REGULATIONS
UMPSA UNDERGRADUATE PROGRAMMES**

PART XIII

24. ACTION AGAINST STUDENTS WHO FAIL TO PAY FEES

- (1) Students who fail to pay all fees within the specified period are subject to the following actions:
- i. Sponsored Students
 - a. Students' result and examination transcript are withheld.
 - b. Students are not allowed access to eComm, KALAM, and UDAS as well as all academic systems in effect in the new semester
 - c. Students are not allowed to attend graduation.

 - ii. Students without Sponsors
 - a. Students are withheld from pre-registration and actual course registration.
 - b. Students are not allowed access to eComm, KALAM, and UDAS as well as all academic systems in effect in the current and new semesters.
 - c. Students' deferment/suspension of studies
 - d. Students are barred from exams.
 - e. Students' result and examination transcript are withheld.
 - f. Students are not allowed to attend graduation.
- (2) If fees and other claims by the University are still not paid, the University has the right to make a claim or take legal action even if the Students have withdrawn from their studies / completed their studies from the University.

PART XIV

25. GENERAL PROVISIONS

- (1) The regulations in this document should be read together with other regulations of the university that are in place.
- (2) The university reserves the right to amend any provision in the Student Financial Guidelines and Regulations from time to time.