

# STUDENT FEES AND CHARGES POLICY

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## Applicability of Student Charges and Fee Policy (“Policy”)

- This Policy applies to all students who have successfully enrolled in INTI and completed the registration.
- Students are advised to review this Policy in detail and to take note of the consequences highlighted. For queries or clarification on the Policy, students are to contact Finance Office.

## Payment of Fees – Obligation, Penalty and Consequences

- It is the responsibility of INTI student to **ensure timely payment of fees** and other related charges associated with the respective programme of study. Details of fees are set out in the Fee Schedule.
- All fees paid (except deposit) are **neither refundable nor transferable** once the semester has commenced.
- Fees paid are not refundable except in the circumstances set out below and provided that a request in writing for such refund is made to the Finance:
  - i. Application fee is neither refundable nor transferable except where a student is unsuccessful in the medical examination as part of the enrolment procedure for Medical and Health Science programmes.
  - ii. Subject to paragraph (i) above, if a student is required to serve in National Service because his / her request for National Service deferral was rejected, he / she is eligible for a pro-rated refund of fees paid. The pro-rated refund of fees will be computed based on the number of weeks that has elapsed from the date of commencement of the semester / term to the date of the student's official notification to the Head of Programme and proportionate to the total number of weeks of the relevant semester / term. Refundable deposits will be refunded less any sums due to INTI, if any.

## The following would be applicable to new and returning students

- Enrolment will be subject to the new student clearing his / her medical examination and for programmes related to Medical and Health Sciences.
- Initial advanced payment for Registration fee, Administration fee (1<sup>st</sup> year), General Deposit (Refundable), First Semester Tuition fee and other one-off fees (if applicable) depending on the programme enrolled are required and will not be refunded should new international student decides to withdraw upon arrival in Malaysia.
- Any unutilized balance from the initial advanced payment from international student(s) will not be refunded (except deposit) should the student request for withdrawal before completion of his / hers program.
- All fees are payable in advance except for students who apply Monthly Payment Plan. Please see additional terms and conditions of Monthly Payment Plan.
- All monthly installment plans including MPP in any given active semester(s) where the students enrolled are require to settle in full the remaining monthly installment(s). This is applicable to all new, continuing as well as students who are requesting for deferment and withdrawal. Failure to do so will subject to Blackboard access blocking, withholding of all deposits, examination results, transcripts, certificates, letter of completion and barring from convocation.
- Full settlement of semester fees is required upon registration or by the start date of semester and according to the due dates for subsequent semesters.
- For returning INTI students, a late payment charge of Ringgit Malaysia Three Hundred (RM300) will be imposed commencing from Day 4 Week 2 of the semester for late enrolment.

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### Note:

If at the end of **Day 3 Week 2**, the fees continue to be outstanding with no justifiable explanation received for the delay, INTI reserves the right to review the status of the student and to take such necessary action as it deems fit, including a **late payment charge** of Ringgit Malaysia Three Hundred (RM300) will be imposed.

If at the end of **Day 3 Week 3**, the fees continue to be outstanding, INTI reserves the right to review the status of the student and to take such necessary action as it deems fit, including imposing Blackboard access, library access and other facilities blocking.

Students who have not made full payment of their outstanding fees by the end of **Day 3 Week 5** of the semester calendar for their respective programmes, INTI reserves the right to review the status of the student and to take such necessary action as it deems fit, including cancellation of student enrolment (auto drop from the respective programmes), barring the student from classes and facilities, suspension, withholding of all examination results, transcripts, certificates, records of the student and barring from convocation.

Between **Day 4 Week 5 and Day 5 Week 5**, students can re-enrol into their respective programmes subject to full payment of semester fees and a late payment charge of Ringgit Malaysia Three Hundred (RM300). From **Day 1 Week 6**, auto-dropped students shall not be re-enrolled into their respective programmes and partial payment made for the semester will be forfeited.

### Withdrawal

- A request for withdrawal (including programmes, course and subject of study) must be made on the **Student Withdrawal Form** and submitted to the relevant Faculty/School.
- Student Withdrawal Form is available from the relevant Faculty/School.
- Depending on the timing of the request for withdrawal, students may be entitled to the following:
  - a. Refund of full tuition fees including deposits if request for withdrawal is made **before** commencement of the semester; and
  - b. Refund of deposits only if the request for withdrawal is made **after** commencement of the semester. Any credit of fees from dropping of subjects or deferment process will not be refunded.

### Note:

- a. Failure to attend class is not equivalent to withdrawal;
- b. All refunds whether fees, deposits, charges or whatsoever payment **shall be free on interest** and shall be subject to the right to set-off by INTI against any fees or payments due and owing to INTI. Such adjustments indicated will be made as on the effective date, i.e. the date of receipt of the completed Student Withdrawal Form. The adjustments will be made regardless of whether the student has attended classes or sat for examinations;
- c. All claims for refund will be processed within 5 working weeks of finance office receiving the written request for a refund from student;
- d. All payment of refunds shall be made payable to name of the student/ parent / guardian / sponsor (if applicable), as specified in the Application Form. Where a refund payment is issued to another person, institution or sponsor

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nominated by the student, INTI shall be deemed to have discharged any obligation in relation to the refund of fees to the student and accepts no responsibility if the student does not receive the benefit of such refund from a person, institution or sponsor nominated to receive the refund payment; and

- e. All claims for refund (including fees, deposits or any other payments) shall be made within two (2) years from the date the particular student ceases to be a student of INTI, failing which the unclaimed monies will be transferred to the Accountant General's Department in pursuant to the laws provided under the Unclaimed Moneys Act 1965. In such event, the Student shall have no claim in respect of such monies from INTI.
- f. There shall be no refund if a student is expelled from INTI due to academic misconduct or disciplinary behaviour.

### Deferment

- A request for deferment must be made on the **Deferment Form** (available from the Faculty/School) and submitted to the relevant Faculty/School.
- For requests made, tuition fee credit will be calculated on the following basis:
  - a. During the first two week of the semester, students will be entitled to a 100% credit of tuition fee;
  - b. Between the third and fourth week of the semester, students will be entitled to a 50% credit of tuition fee; and
  - c. After the fourth week of the semester, students will not be entitled to any credit of tuition fee.
- Credit of fees for purposes of this policy means an adjustment of fees, it is not equivalent to a cash refund.

### Add and/or Drop of Subjects

- A request to add and/or drop a subject must be made on the **Add / Drop Form** and submitted to the Office of Admission and Records ("OAR") or Registry Office ("RO") or Records, Timetabling and Resource Planning Office ("RTRP"). The Add/Drop Form is available from the Faculty/School and the OAR/RO/RTRP Office.
- For requests made, tuition fee credit will be calculated on the following basis:
  - a. During the first two week of the semester, students will be entitled to a 100% credit of tuition fee;
  - b. Between the third and fourth week of the semester, students will be entitled to a 50% credit of tuition fee; and
  - c. After the fourth week of the semester, students will not be entitled to any credit of tuition fee.
- Credit of fees for purposes of this policy means an adjustment of fees and it is not equivalent to a cash refund.
- For international students, tuition fee credit from dropping of subject(s) is not refundable.

### Inter Campus and Programme Transfer

- A request for transfer (inter campus, within campus, between programmes) must be made by fourth week of the semester and fulfil the following formalities before submitting for approval to the OAR/RO/RTRP Office:
  - a. Completion of Transfer Form (available from Faculty/School);
  - b. Payment of a transfer fee of Ringgit Malaysia One Hundred (RM100).
- The following students will be liable to pay INTI the current/new tuition fees as applicable on the date of enrolment of the programme:
  - a. Students who transfer from one programme to another within the specific INTI institution;
  - b. Students who transfer to/from one INTI institution to another; and
  - c. Students progressing to a higher level of any program (e.g. from Diploma to Degree programme).

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**Note:**

- This provision will not apply to students transferring from their original campus (i.e. initial place of study) to another INTI campus for their final year on grounds that the subject(s) is not available at the original campus. These students will be charged the original tuition fee which was applicable at the first intake of that academic year.
- Student will be liable to pay the previous program and current program if the request for transfer was made after week 4 of the semester.

**Additional Note(s)**

- Students failure to settle amount outstanding from INTI accommodation rental or fines will subject to withholding of all examination results, transcripts, certificates, letter of completion and barring from convocation. INTI reserves the right to take necessary action as it deems fit including but not limited to utilizing accommodation deposit, accommodation overpayment, tuition deposit and tuition overpayment to offset the outstanding owed.
- All fees are subject to annual revision.
- INTI reserves the right not to open a class.
- This Policy is effective as on date and constitutes the general terms which are applicable to INTI students regardless of the programme of study.
- Special conditions may be attached/offered to individual programmes/INTI institution. Students are advised to consult the relevant Faculty/School for clarification/updates in procedures before proceeding on the intended course of action.
  - a. Whilst INTI will endeavour to notify students of any change in this Policy by e-mail broadcasts and announcements on the notice board, it remains the responsibility of the students to read such notifications.
  - b. If there is any inconsistency between the terms of this Policy and the application form or any other document issued by INTI to you, the terms of this Policy shall always prevail.

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I hereby acknowledge and confirm that I have read and fully understand the above terms and conditions of this Policy, including the consequences and actions that can be taken by INTI in the event of non-compliance. I further undertake to comply with the said terms and conditions, including but not limited to the timely payment of fees.

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Name of student:

IC No/Passport No:

Programme:

Date: