

**PUSAT KEMBANGAN PENDIDIKAN (PKP)
UNIVERSITI KEBANGSAAN MALAYSIA**

GENERAL RULES ON STUDENT FINANCE

Tuition Fees

The tuition fees are set by package covering academic fees, examinations, textbooks/modules and other charges for the use of library, computer labs and for student activities. The total fees for each student are shown in the attached tuition fee table along with the offer letter. Information about the total fees can also be found on the PKP website: www.ukm.my/pkp. PKP reserves the right to amend the fees at any time.

When should the fees be paid?

For the first semester, the fees must be paid in full prior to registration, subject to the payment procedure which is attached with the offer letter. However, students are given the option to pay at least 50% of the semester's fees before registration, and the balance to be paid before the 10th week of study.

The above fees include a commitment fee of RM500 which is not refundable should the student withdraws from the program. The tuition rate is attached together with the offer letter. Students have to pay RM500 as commitment fee by the end of second week of lectures. If payment is not made by then, students registration status will be cancelled.

For the following semesters, the tuition fees have to be paid, no later than 2 weeks before course registration. Students are allowed to pay the fees in two instalments:

First instalment: At least 50% of the total fees have to be paid prior to registration day. Students who fail to pay the fees on time will NOT be allowed to register for the semester and will NOT be given the textbooks / modules.

Second instalment: The balance of the fees for the semester must be paid no later than the 10th week of the semester of study. Students who fail to pay the fees on time will NOT be allowed to sit for the final examination.

How do I pay?

A - Privately financed students

For students who are privately funded, the payment of fees can be done in the following methods:

1. Cash

Cash payments can only be made at PKP at the following times (except on public holidays):

Monday – Thursday:	8 am – 4.45 pm
Friday	8 am – 12.00 pm, 2.45 pm to 4.45 pm

2. Credit card

Credit card payments can only be made at PKP at the following times (except on public holidays):

Monday - Friday 8.15 am - 4.45 pm.

3. Personal check, bank draft and money order

Payments by check, bank draft and money order should be made payable to *Pusat Kembangan Pendidikan* and mailed to the following address:

Director
Pusat Kembangan Pendidikan
Bangunan Wawasan
Universiti Kebangsaan Malaysia
43600 Bangi
Selangor

Please write down your name, identity card number and telephone number clearly at the back of the check / draft / money order.

Any payment using post-dated checks are NOT allowed. If the check bounces for any reason, including technical reason or insufficient bank balance, the student involved will be blacklisted and will NOT be allowed to make anymore payment using personal checks.

4. Fee/Bill payment service using Bank Islam

Payment of fees can be made through:

I. Bank Counter

Payment of fees can be made at any Bank Islam branches by filling in the Bill Payment Slip available at the payment counter. Required information includes:

- i) Name : as per identity card
ii) Identity card number : as per identity card
iii) Pay to : Pusat Kembangan Pendidikan
iv) Type of payment : Payment of fees

Please keep a copy of the slip as proof of payment.

II. Bank Islam account holders can make payments using:

a. Bank Islam ATM

Payment of fees can be made as follows:

- 1- Click on the menu>OTHERS>BILL PAYMENT/IPT or STUDY FEES
- 2- Enter your Matric Number> STUDENT IDENTITY CARD NO
- 3- Enter the amount> ENTER AMOUNT

Keep the receipt for your reference.

b. Internet banking

Payment can be made by visiting the following website: www.bankislam.biz

Follow the following instructions:

- 1- Click on **BILL PAYMENT**
- 2- Click on *Payee Corporation* – choose **UNIVERSITI KEBANGSAAN MALAYSIA**

- 3- Make sure that the matric number appeared on the screen matches the one in the offer letter.
 - 4- Enter the amount to pay by clicking on AMAUN or AMOUNT
 - 5- Click on BAYAR or PAY
- Please print a copy as proof of payment.

Note: For students with more than one matric number (due to furthering of studies at PKP or was once a full-time UKM student), please state your latest matric number on the bill payment slip when making payments at Bank Islam counter as well as when paying online. Payments made using Bank Islam will take three working days to be updated in the student's account.

B. Sponsored students and those on study loan

Students who are on scholarship or study loan have to submit written evidence (letter of scholarship or study loan agreement) to PKP so that claims can be made from the sponsor or loan provider.

What if the student withdraws from the program?

All fees paid are not refundable except in the following circumstances:

If a student withdraws between week 1 and week 3 of the semester, 75% of the total fees for the semester will be refunded.

If a student withdraws between week 4 and week 6 of the semester, 50% of the total fees for the semester will be refunded.

If a student withdraws between week 7 and week 10 of the semester, 25% of the total fees for the semester will be refunded.

No refund will be made if a student still has any outstanding debts with PKP.

Claim of Reading Materials/Module

Books, if provided, can be claimed by students at the PKP book counter as soon as a new semester begins, subject to book availability. Please be reminded that books used for a particular semester will only be supplied for that semester only. When claiming books, PKP reserves the right to replace any books which are no longer in stock with other books.

Reading material / modules can only be claimed within the period of one semester. This claim right lapses if the fee payment is made after the current study session.

Are there any other charges?

Fee Type	Fee Rate	Notes
1. Study Fee		
Course repeat fee (due to failure or for grade improvement)	RM100 per unit for undergraduate program	RM200 per unit for undergraduate program – international students
	RM200 per unit for postgraduate Diploma program	RM300 per unit for postgraduate Diploma program– international students
	RM300 per unit for Masters program	RM600 per unit for Masters program – international students
Course drop fee	RM50 per course	
Course withdrawal fee	RM100 per course	
Project/Thesis repeat fee	RM200 per unit	Maximum RM1200
Academic Paper/Exercise repeat fee	RM100 per unit	
2. Miscellaneous Fees		
<i>Upon Completion of Study</i>		
Convocation fee	RM110 (undergraduate) : RM135 (postgraduate)	
<i>Other charges on request</i>		
Final examination course result review	RM50 per course	
Oral Examination Assessment result review	RM100	
Appeal for continuance of study	RM100	
Special Examination	RM25 per course (undergraduate) : RM50 per course (postgraduate)	
Referral Examination	RM100 per course	
Disciplinary action fine	RM200	maximum per course

Fine for not registering online	RM50	
Fine for not confirming course registration	RM50	
Second printed copy of Academic Report/Examination Results/Payment Receipt/Offer Letter	RM 5 per document	
Second printed copy of Scroll (missing)	RM100	Contact Bursar UKM
Student's request for original copy of transcript for personal use: -Taken at PKP -Sent by registered mail (local)		RM20 per transcript RM20 per transcript + RM10 (posting charges)
Student's request for original copy of transcript to be sent direct to institution abroad: -Sent by registered mail to institution abroad		RM150 per post
Matric card replacement (lost,damaged, change of faculty, misspelled name/photo change)	RM15	Second replacement
Matric card replacement (lost,damaged,change of faculty, misspelled name/photo change)	RM50	third replacement and onwards
3. Other fees		
Processing fee	RM50 per application (Local) RM100 per application (International)	
Appeal for continuance of study after dismissal due to failure to register	RM100+RM50 per semester (Undergraduate) RM200+RM50 per semester (Postgraduate)	
	RM30	

Late notice for thesis submission		
Oral examination repeat fee	RM1,000 (Masters program) RM1,500 (Doctorate program)	
Semester Extent Fee (Thesis/Research/Dissertation)	RM1,500 (Local) RM2,000 (International)	
Semester Extent Fee Undergraduate (Coursework)	RM100 per unit (Local) RM150 per unit (International)	
Semester Extent Fee Postgraduate (Coursework)	RM900 (Local) RM1,200 (International)	

Any correspondence and enquiries can be forwarded to:

**Finance Department
Pusat Kembangan Pendidikan
Universiti Kebangsaan Malaysia
43600 Bangi
Selangor**

Telephone No: 03 8921 3366 / 8921 4196 / 8921 3997 / 8921 3886 / 8921 5377

Fax No: 03 8925 1391

Email : accpkp@ukm.edu.my