



**SHAPING ADVANCED AND PROFESSIONAL EDUCATION CENTER
(UKMSHAPE)
UNIVERSITI KEBANGSAAN MALAYSIA (UKM)**

GENERAL RULES OF STUDENT FINANCE

These general rules are issued as a guideline to students under the Shaping Advanced and Professional Education Center (UKMSHAPE), Universiti Kebangsaan Malaysia (UKM):-

1) International Undergraduate Students:-

- a. UKMi International Mode

2) International Postgraduate Students:-

- a. Executive Mode
- b. Full-time

This document shall be made as the main reference, with regards to student financial services in UKMSHAPE

1.0 STUDY FEES

1.1 Study fees package that is charged during their entire course duration, comprise the items below:

- i. Academic Fees;
- ii. Examination Fees;
- iii. Reading materials including study session modules- *if applicable*; and
- iv. Other fees such as examination fees, computer and science lab fees as well as students' activities at faculties and universities or any other related fees, deemed applicable by the University.

1.2 The amount of fees charged to each student may vary according to the faculty and level of study offered. Students may refer to the fee schedule which is attached



to their offer letter. Further information related to study fees are also available in UKMSHAPE official website www.ukm.my/ukmshape. UKMSHAPE reserves the right to change the fee rate at any time without prior notice to students.

2.0 PAYMENT OPTIONS

A. UKMi International Undergraduate

2.1 Students may opt to pay their study fees by semesters. This means the total payment of study fee shall be distributed by the number of semesters, as indicated in the offer letter and payable in instalments

2.2 The instalments mentioned above are outlined in the Table 1. Students are encouraged to contact UKMSHAPE Finance Division for further advise on each payment option offered.

OPTION 1

Students shall pay their semester study in full, before enrolling in each semester

OPTION 2

Students shall arrange for semester full payment according to the timeline below:

- a. 40% of the semester study fee **BEFORE** student's enrolment in each semester not later than two (2) weeks before the date of registration.
- b. 30% of the study fee **AFTER** student's enrolment in the following month of each semester; and
- c. The remaining 30% of the semester study fee after the second payment in the following month.

2.3 The following conditions are applicable to those who have selected **OPTION 2** :

- a. Payment of study fees per semester shall be made within the stipulated timeline in para 2.2 (full payment must be received by the second month of each semester; and
- b. In the event that payment is not received, the implications are as below:
 - i. will be **DISQUALIFIED** to register for the semester course;
 - ii. will be **NOT ELIGIBLE** to receive reading materials/study modules; and



iii. will be **BARRED** from obtaining final exam results of the semester.

2.4 The study fee charged to all students includes a Commitment Fee of RM2,000. This fee will not be refunded if the student withdraws from their programme.

Table 1: Choice of method of payment of study fees according to the semester of study.

OPTIONS	ILLUSTRATION	BEFORE REGISTRATION	AFTER REGISTRATION
1	Semester 1 and 2 intake	100% of the semester fee.	Fee has been paid.
2	Semester 1 intake (Sept/Oct)	40% of Semester 1 fees in September.	30% in October and 30% in the following November in the same calendar year.
	Semester 2 intake (Feb/Mar)	40% of Semester 2 fees in February.	30% in March and 30% in the following April in the same calendar year.

B. International Postgraduate Executive and Full -Time Mode.

2.5 The total study fee has been divided into payments according to the semester of study.

2.6 Students shall pay their semester study in full, before enrolling in each semester

3.0 FINES AND PENALTIES

3.1 Fee refunds are subject to any outstanding balance/arrears in the student account. Depending on eligibility, the approval for a refund shall be made upon recalculation and confirming the final amount. UKMSHAPE reserves the right to



withhold the study fees paid if the student withdraws or postpones / is suspended before the end of the study period.

3.2 Refund of fees is subject to the outstanding balance arrears by the student with recalculation and confirmed by the Finance Division of PKP.

3.3 Reimbursement of study fee to students who have withdrawn, suspended or before the end of the study period is subject to the rate determined by the UKMSHAPE as in Table 2:

NO.	DETAILS	REFUNDABLE RATE
1	Students withdraw/postpone/dismissed before the lecture week begins.	100% of the current semester's tuition fee
2	Students withdraw/suspend/ dismissed from studies in the first week (1) to the second week (2) of the semester.	70% of the current semester's tuition fee
3	Students withdraw/postpone/ dismissed from studies in the third (3) to the sixth (6) week of the semester	50% of the current semester's tuition fee
4	Students withdraw/defer/ dismissed from studies after the sixth (6) week of the semester	NO study fee refund for the semester will be refunded.

4.0 READING MATERIALS AND STUDY MODULES (for selected programmes only)

4.1 Reading materials including study modules will be provided at the UKMSHAPE Book Counter as soon as the study session begins for each semester.

4.2 Reading materials including modules during the current session are subject to availability. Eligible students may claim their reading materials/ study modules during the relevant semester only and it cannot be claimed after the semester is complete. Students are only allowed to study reading material including study session modules within one semester only. UKMSHAPE reserves the right to use the existing stock to replace reading materials including study modules supplied to students.



4.3 Apart from the above, it is also reminded conditions set in para 2.3 (b) (ii) are also applicable before claiming the reading materials/study modules.

4.4 Reading materials including study session modules provided by UKMSHAPE are selected programmes onlyherwise. (No modules are provided for postgraduate and undergraduate students from Faculty of FSSK & FTSM).

5.0 MISCELLANEOUS PAYMENTS AND CHARGES

5.1 Students are subject to various fees and other charges set by the UKMSHAPE during the period of study as shown in Table 4.

5.2 The various fees set by the UKMSHAPE are divided based on the current needs of students as follows:

- i. Study fees;
- ii. Miscellaneous fees; and
- iii. Fees - other fees.

Table 4: Listing of various fees and other charges during the period of study

TYPE	STUDY RATE	NOTES
TUITION FEES		
Course Repeat Fee (because of failure or improving grade)	RM100 per unit for Bachelor programs	RM200 per unit for Bachelor programs-International students
	RM200 per unit for Graduate Diploma programs	RM300 per unit for Graduate Diploma - International students
	RM300 per unit for Master programs	RM600 per unit for Masters - International students
Course Drop out Fees	RM50 per course	
Course Withdrawal Fees	RM100 per course	
Project Repeat Fee	RM200 per unit	Maximum RM1,200
Scientific Paper / Scientific Training Repeat Fee	RM100 per unit	



MISCELLANEOUS FEES		
GRADUATE		
Convocation Fee	RM180 (Undergraduate)	
	RM200 (Postgraduate)	

MISCELLANEOUS FEES		
<i>CHARGES ACCORDING TO REQUEST / SITUATION</i>		
Examination Result Review Fee	RM50 per course	
Review oral exam results	RM100	
Appeal for Continuing Studies	RM100	
Special Repeat Examination	RM25 per course (Undergraduate)	
	RM50 per course (Postgraduate)	
Replacement Examination	RM100 per course	
Disciplinary Penalty	RM200	maximum per course
Penalty for not registering for a course (online)	RM50	
Fines for do not make confirmation of course registration	RM50	



Second Printing of Academic Report / Examination Results / Copy of Payment Receipt / Copy of Offer Letter	RM5 per document	
Students request original copies of transcripts for personal use	RM100	Any other transactions at the UKM Treasurer's Office
-Collect hard copy in UKMSHAPE		RM20/transcript
- Send by registered mail (domestic)		RM20/transcript + RM10 (postage)
Students request the original copy of the transcript to be sent directly to the foreign institutions		RM150/post
- Sent by registered mail to foreign institutions		
Matric Card Reissuance (lost / damaged / change of faculty / misspelling)	RM15	Second print case
	RM50	Third and subsequent print cases

MISCELLANEOUS FEES		
<i>FEES - OTHER FEES</i>		
Form Processing Fee Application	RM50 (Local)	
	RM100 (International)	
Appeal to Continue Studies After being disqualified due to Non-Registration	RM100 + RM50 / sem (Undergraduate)	
	RM200 + RM50 / sem (Postgraduate)	
Late submission of thesis submission notice	RM30	
Oral Examination Repeat Rate (Viva Repeat)	RM1,000 (Master)	
	RM1,500 (PhD)	



Semester Additional Fees (Thesis/Research/Dissertation)	RM1,500 (Local)	
	RM2,000 (International)	
Semester Additional Fees (Coursework) Undergraduate	RM100 per unit (Local)	
	RM150 per unit (International)	
Semester Additional Fee (Coursework) Postgraduate	RM900 (Local)	
	RM1,200 (International)	

6.0 METHOD OF FEE PAYMENT

6.1 For students who pay study fees privately

NO.	METHOD	DETAILS
1	Through Bank Islam	<p>a. <u>Islamic Bank Counter</u></p> <p>Payment of fees can be made at any Bank Islam payment counter by filling in the Bill Payment Slip provided at the counter. The information that needs to be completed are as follows:</p> <p>i) Name: as on the identity card ii) Identity card number: as on the identity card iii) Pay to: Pusat Kembangan Pendidikan</p> <p>iv) Type of payment: Study fees</p> <p>Please keep a copy of the slip as proof of payment.</p> <p>b. <u>Bank Islam ATM (Bank Islam account holders only)</u></p> <p>Fee payment can be made by:</p> <p>1-Select menu> OTHERS> PAYMENT IPT BILLS/FEES</p> <p>2-Enter> STUDENT IDENTIFICATION CARD NO</p> <p>3-Your Bill> ENTER THE AMOUNT TO BE PAID</p>

		<p>4-Save the receipt for reference</p> <p>c. <u>Internet Banking (Bank Islam account holders only)</u></p> <p>Payment can be made by visiting the following website: www.bankislam.biz. Follow the following instructions:</p> <ol style="list-style-type: none"> 1- Click > BILL PAYMENT 2- Click on <i>Payee Corporation</i> – 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 > BAYAR or PAY 6- Please print a copy as proof of payment. <p>d. <u>CDM Bank Islam</u></p> <ol style="list-style-type: none"> 1-Clicks menu>OTHERS>IPT OR STUDY FEES/BILL PRESENTMENT 2-Enter> IC or Student Matric No 3- Choose> LATEST MATRIC NO. 4- CONFIRM THE DETAILS 5-Enter > AMOUNT TO PAY 6- CONFIRM PAYMENT 7-Keep receipt for reference 				
2	Cash	<p>Cash payments can only be made at UKMSHAPE at the following times (except on public holidays):</p> <table border="1" data-bbox="719 1760 1361 2007"> <tr> <td data-bbox="719 1760 999 1883">Monday - Thursday</td> <td data-bbox="999 1760 1361 1883">8.15am - 12.45pm 2.00pm - 4.45pm</td> </tr> <tr> <td data-bbox="719 1883 999 2007">Friday</td> <td data-bbox="999 1883 1361 2007">8.15am - 12.00pm 2.45pm - 4.45 pm</td> </tr> </table>	Monday - Thursday	8.15am - 12.45pm 2.00pm - 4.45pm	Friday	8.15am - 12.00pm 2.45pm - 4.45 pm
Monday - Thursday	8.15am - 12.45pm 2.00pm - 4.45pm					
Friday	8.15am - 12.00pm 2.45pm - 4.45 pm					

3	Credit / Debit Card	<p>Credit/Debit card payments can only be made at PKP at the following times (except on public holidays): Payment by credit card can only be made at the</p> <table border="1" data-bbox="719 501 1366 808"> <tr> <td data-bbox="719 501 1007 622">Monday - Thursday</td> <td data-bbox="1007 501 1366 622">8.15am - 12.45pm 2.00pm - 4.45pm</td> </tr> <tr> <td data-bbox="719 622 1007 743">Friday</td> <td data-bbox="1007 622 1366 743">8.15am - 12.00pm 2.45pm - 4.45 pm</td> </tr> <tr> <td data-bbox="719 743 1007 808">Saturday & Sunday</td> <td data-bbox="1007 743 1366 808">10.00am -3.00pm</td> </tr> </table>	Monday - Thursday	8.15am - 12.45pm 2.00pm - 4.45pm	Friday	8.15am - 12.00pm 2.45pm - 4.45 pm	Saturday & Sunday	10.00am -3.00pm
Monday - Thursday	8.15am - 12.45pm 2.00pm - 4.45pm							
Friday	8.15am - 12.00pm 2.45pm - 4.45 pm							
Saturday & Sunday	10.00am -3.00pm							
4	Cheque/ Bank Drafts/ Money Equivalent	<p>Payments by cheque, bank draft and money order should be made payable to:</p> <p style="text-align: center;">PUSAT KEMBANGAN PENDIDIKAN</p> <p>And mailed to the following address:</p> <p style="text-align: center;">Director Pusat Pembentukan Pendidikan Lanjutan dan Profesional Bangunan Wawasan Universiti Kebangsaan Malaysia 43600 Bangi Selangor</p> <ol style="list-style-type: none"> 1. Please write down your name, identity card number and telephone number clearly at the back of the cheque / draft / money order. 2. Any payments using post-dated cheque are NOT ALLOWED. If the cheque bounces for any reason, including technical reason or insufficient bank balance, the student involved will be blacklisted. 3. Students are NOT ALLOWED to make any payment using personal cheque. 						
5	Telegraphic Transfer/Online Banking	<p>Payment can be made by online internet banking by payment transfer. Payment information is as follows:</p>						



		<p>Name of Recipient: PUSAT KEMBANGAN PENDIDIKAN</p> <p>Name of Recipient Bank: CIMB BANK BERHAD</p> <p>Address of Bank: WISMA UNIKEB, BANDAR BARU BANGI, 43600, SELANGOR, MALAYSIA</p> <p>Account No: 8002233817</p> <p>Swift Code: CIBBMYKL</p> <p>Proof of payment must be emailed to accpkip@ukm.edu.my along with student information. Failure to submit proof of payment will result in the student's financial status not being updated.</p>
<p>** Note:</p> <p>1. For students who have two (2) or more matric numbers (due to continuing their studies at PKP or previously studying full -time at UKM), please state the latest matric number in the bill payment slip when making payment at Bank Islam/Bank Islam internet banking.</p> <p>2. All payments through Bank Islam will take a period of 3 working days for the student account update process.</p>		

6.2 Study fees through sponsorship and study loans.

NO.	METHOD	DETAILS
1	Submission of Scholarship/Loan Offer Letter	Students who receive scholarships or loans shall submit to the UKMSHAPE (scholarship/loan agreement letter) to facilitate the handling of study fee claims by the PKP to the sponsor or lender.
<p>** Note:</p> <p>1. Any delay in submitting the offer letter to PKP will result in a delay in making a claim on the sponsor's.</p> <p>2. A student's activities will be blocked if the sponsors are unable to settle the claim within the timeframe.</p>		

7.0 REVIEW OF STUDENT ACCOUNTS AND CORRESPONDENCE



7.1 PKP will issue official receipts for payments made by students. Students are required to keep the original receipt of study fees for their own record and reference purposes.

7.2 Students are able to check the status of study fee payments or various payments that have been made through the official e-finance portal of UKM at the address <https://ekewangan.ukm.my>

7.3 Any correspondence and inquiries from students can be submitted to:

**Finance Department
Centre for Education Extension
Universiti Kebangsaan Malaysia
43600 Bangi
Selangor**

**Telefon No. : 03 89213366/89214196/89213997/89213886/89215377
Fax No. : 03 89269182
Email : accpkp@ukm.edu.my
Facebook : Pusat Kembangan Pendidikan UKM @pkpukm**

Please provide full name and matric number when submitting an enquiry to UKMSHAPE finance Department