



# FINANCIAL

GUIDELINES

UTM INTERNATIONAL DEGREE PROGRAMME

# 2020





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# FINANCIAL GUIDELINES FOR MALAYSIAN STUDENTS



## 1.0 Introduction

- 1.1 This document provides UTM International Degree Programme (UTM-IDP) students with a summary of the financial regulations applicable throughout their studies in UTM.
- 1.2 This document is developed to ensure the students are aware of
  - 1.2.1 The types of fees payable,
  - 1.2.2 Timeline associated for payment,
  - 1.2.3 Payment method,
  - 1.2.4 Insurance coverage, and
  - 1.2.5 Conditions applicable for scholarship holders, study loan application, outstanding payment, programme deferment, and programme suspension.
- 1.3 This document applies to Malaysian students enrolled under the UTM-IDP.

## 2.0 New Student Fees

- 2.1 All new students are required to pay non-recurrent fee of MYR 1,550.00 before registration.

### 3.0 Programme Fees

3.1 The programme fees for UTM-IDP are as follows:

Table 1.1: Programme fees

FIELD*	FIRST SEMESTER (RM)	SUBSEQUENT SEMESTER (RM)
	MALAYSIAN	MALAYSIA
Technology & Applied Sciences	7,450.00	5,400.00
Social Science	7,450.00	5,400.00
Industrial Training Fees (incl. short Semester)		As per semester charge
SHORT SEMESTER**		
Technology & Applied Sciences		RM270.00 Per Credit
Social Science		RM270.00 Per Credit

\*\* Field can refer to the offer letter

\*\* Exclude Industrial Training

3.2 Accommodation fees are not included in the programme fees. Students are required to pay their accommodation fees directly to UTM Bursar's Office.

### 4.0 Fees Payable for First Semester

4.1 Students are required to pay advance booking fee of MYR 500.00, within two weeks from the date of the offer letter or before registration day (which ever come first)

4.2 Students are required to pay the following fees before registration:

4.2.1 New Student fee of MYR 1,550.00

4.2.2 Administration fee of MYR 500.00

4.2.3 50% of the semester rate

(Please note MYR 500.00 has been paid earlier at advance booking fee)

4.3 Students only have to pay new student fee and administration fee once throughout their studies.

4.4 Students are required to pay the remaining 50% of the semester rate, by the fourth week of the semester (subject to last working day of the fourth week)

## 5.0 Fees Payable for Subsequent Semesters

5.1 Students are required to pay 50% of the semester rate before the new semester commence.

5.2 Students are required to pay the remaining 50% of the semester rate, by the fourth week of the semester (subject to last working day of the fourth week)

## 6.0 Payment Method

6.1 Students should check their financial status through the following channels:

6.1.1 Programme fees status:  
<https://studentppi.utmspace.edu.my/?p=531>

6.1.2 Accommodation fees status:  
<http://aimsweb.utm.my> \_

6.2 For programme fees, students may complete payment through one of the following channels:

6.2.1 Payment at UTMSPACE counter  
 (credit card / debit card)

6.2.2 Online payment through  
<https://idp.utmspace.edu.my/student/login?returnUrl=/student/>

6.2.3 Payment via telegraphic transfer to UTMSPACE bank account:

**Account name: UTMSPACE**

**Bank name: CIMB Bank Berhad**

**Account number: 8601518228**

**Swift Code: CIBBMYKL**

(Students need to note down their full name and IC number on the payment receipt and email to



bkwjb@utmpace.edu.my)

- 6.3 Students are strongly advised to keep copies of payment receipts at all times as proof of payment.

## 7.0 Outstanding Payment

- 7.1 Students who fail to pay their fees according to the timeline stated in items 4.0 - 5.0 will be penalised MYR 20.00 per day, for a maximum of 28 days (Maximum MYR 560.00).
- 7.2 Students with outstanding fees will not be allowed to:
- 7.2.1 Register for courses,
  - 7.2.2 Sit for examinations,
  - 7.2.3 Collect their examination results,
  - 7.2.4 Collect their certificates and transcripts, and
  - 7.2.5 Attend UTM Convocation Ceremony.

## 8.0 Insurance Coverage

- 8.1 UTM-IDP students are covered under Takaful Insurance Plan
- 8.2 In the event of unforeseen circumstances, UTMSPACE will file an insurance claim on behalf of the student. Claim forms can be obtained from UTMSPACE office in Johor Bahru and Kuala Lumpur.

## 9.0 Scholarship Holders

- 9.1 Students who are scholarship holders must present a copy of their scholarship offer letter to UTMSPACE.
- 9.2 Students whose scholarships are terminated by their sponsors must complete payment for their programme fees and other associated fees.
- 9.3 Students should consult UTMSPACE on any refunds for overlapping payments made by the students and their sponsors.

## 10.0 Employees Provident Fund (EPF)

- 10.1 Students / parent may apply for education withdrawal through EPF to pay the tuition fees.
- 10.2 The education withdrawal application must be made by the student / parent at any EPF office.
- 10.3 UTMSPACE will only issue out confirmation letter of student registration.

## 11.0 Study Loan Application

- 11.1 Students can apply for study loans under the National Higher Education Fund Corporation (Perbadanan Tabung Pengajian Tinggi Negara, PTPTN). Application can be made through <http://www.ptptn.gov.my>.

## 12.0 Programme Deferment / Suspension

- 12.1 Students who defer / suspend their studies within the first four weeks can only request for 50% refund of their programme fees for that semester.
- 12.2 Students who defer / suspend their studies after the fourth week are not allowed to request for programme fees refund for that semester.
- 12.3 Any outstanding of the fees, need to be paid within 30 days from the issued deferment / suspension letter.
- 12.4 Any surplus of the fees will be refund within 30 days after all fee adjustment have been made.



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# FINANCIAL GUIDELINES FOR INTERNATIONAL STUDENTS



## 1.0 Introduction

- 1.1 This document provides UTM International Degree Programme (UTM-IDP) students with a summary of the financial regulations applicable throughout their studies in UTM.
- 1.2 This document is developed to ensure the students are aware of
  - 1.2.1 The types of fees payable,
  - 1.2.2 Timeline associated for payment,
  - 1.2.3 Payment method,
  - 1.2.4 Insurance coverage, and
  - 1.2.5 Conditions applicable for scholarship holders, study loan application, outstanding payment, programme deferment, and programme suspension.
- 1.3 This document applies to international students enrolled under the UTM-IDP.

## 2.0 VAL and SEV Application

- 2.1 Students are strongly advised to complete their Visa Approval Letter (VAL) application before they make travel arrangements to Malaysia. The application should be made online through the Education Malaysia Global Services (EMGS) website at <https://educationmalaysia.gov.my>.
- 2.2 The VAL processing fee under EMGS ranges between MYR 1,550.00 to MYR 1,950.00. The amount may vary according to the students' country of origin.
- 2.3 Once students have submitted their VAL application to EMGS, they must pay admin fee of MYR 550.00 to UTMSPACE.
- 2.4 Students are advised to check status of their VAL application after seven (7) working days via the EMGS website. Please ensure all the document needed are ready to be submitted according to the application progress. Once the application is approved, EMGS will send the VAL to UTM, and UTM will email the VAL to the students.

- 2.5 UTM will courier VAL to students from countries which require the original VAL to be submitted for Single Entry Visa (SEV) application. The courier charges will be borne by UTM.
- 2.6 Students should refer to Annex IV(I) and Annex IV(II) of their offer letter for more information with regard to VAL and SEV application.

### 3.0 Medical Insurance and Student Medical Health Scheme

- 3.1 Students are required to pay medical insurance during the VAL application and to be renewed yearly via EMGS website. The premium amount will depend on the chosen insurance policy.
- 3.2 Students are required to pay medical health scheme of MYR 100.00 per semester to UTMSPACE.
- 3.3 In the event of unforeseen circumstances, student will file an insurance claim directly to the insurance provider.

### 4.0 New Student Fee

- 4.1 All new students are required to pay non-recurrent fee of MYR 6,550.00 before registration.

### 5.0 Intensive English Programme (IEP)

- 5.1 Students must present their IELTS/TOEFL/TOEFL IBT/ELS CIEP certificate to UTM before or upon registration. Students who are unable to submit their IELTS/TOEFL/TOEFL IBT/ ELS CIEP certificate are required to attend the Intensive English Programme (IEP)
- 5.2 The fee for Intensive Programme (IEP) is MYR 570.00 for Service Charge per Semester and MYR 2450.00 for Course Fee per Level.

### 6.0 Bridging Programme

- 6.1 The fee for bridging programme is MYR 4,450.00 per semester is applicable for student who are required to attend bridging programme (please refer your pre requisite in offer letter).

## 7.0 Programme Fees

7.1 The programme fees for UTM-IDP are as follows:

Table 1.1: Programme fees

FIELD*	FIRST SEMESTER (RM)	SUBSEQUENT SEMESTER (RM)
	INTERNATIONAL	INTERNATIONAL
Technology & Applied Sciences	15,500.00	9,000.00
Social Science	14,550.00	8,000.00
Industrial Training Fees (incl. short Semester)		As per semester charge
SHORT SEMESTER**		
Technology & Applied Sciences		RM450.00 Per Credit
Social Science		RM450.00 Per Credit

\*\* Field can be refer to the offer letter

- 7.2 Accommodation fees are not included in the programme fees. Students are required to pay their accommodation fees directly to UTM Bursar's Office.
- 7.3 Personal bond is not included in the programme fees. Students are required to pay their personal bond directly to UTMSPACE upon registration.
- 7.4 Fees payable for first semester of the programme. Students are required to pay full amount of the semester rate before registration.
- 7.5 Fees payable for subsequent semesters of the programme. Students are required to pay full amount of the semester rate before the new semester commence.

## 8.0 Payment Method

8.1 Students should check their financial status through the following channels:



- 8.1.1 Programme fees status:  
<https://studentppi.utmspace.edu.my/?p=531>
- 8.1.2 Accommodation fees status:  
<http://aimsweb.utm.my>
- 8.2 For programme fees, students may complete payment through one of the following channels:
- 8.2.1 Payment at UTMSPACE counter  
(credit card / debit card)
- 8.2.2 Online payment through  
<https://idp.utmspace.edu.my/student/login?returnUrl=/student/>
- 8.2.3 Payment via telegraphic transfer to UTMSPACE bank account:  
**Account name: UTMSPACE**  
**Bank name: CIMB Bank Berhad**  
**Account number: 8601518228**  
**Swift Code: CIBBMYKL**  
(Students need to note down their full name and ISID number on the payment receipt and email to [bkwjb@utmspace.edu.my](mailto:bkwjb@utmspace.edu.my))
- 8.3 Students are strongly advised to keep copies of payment receipts at all times as proof of payment.

## 9.0 Outstanding Payment

- 9.1 Students with outstanding payment will not be allowed to:
- 9.1.1 Register for courses,  
9.1.2 Sit for examinations,  
9.1.3 Collect their examination results,  
9.1.4 Collect their certificates and transcripts, and  
9.1.5 Attend UTM Convocation Ceremony.

## 10.0 Scholarship Holders

- 10.1 Students who are scholarship holders must present a copy of their scholarship offer letter to UTMSPACE.

- 10.2 Students whose scholarships are terminated by their sponsors must complete payment for their programme fees and other associated fees.
- 10.3 Students should consult UTMSPACE on any refunds for overlapping payments made by the students and their sponsors.

## 11.0 Programme Deferment / Suspension

- 11.1 Students who defer / suspend their studies within the first four weeks can only request for 50% refund of their programme fees for that semester.
- 11.2 Students who defer / suspend their studies after the fourth week are not allowed to request for programme fees refund for that semester.
- 11.3 Any outstanding of the fees, need to be paid within 30 days from the issued deferment / suspension letter
- 11.4 Any surplus of the fees will be refund within 30 days after all adjustment fees have been made.



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The information provided in this document is true and correct at the date of publication. UTMSPACE reserves the right to change, amend, modify, suspend, continue or terminate all or any part of this document at any time without notice. (Date of Publication: August 2017)

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