



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

School of  
Professional and  
Continuing  
Education  
(SPACE)

# FINANCIAL GUIDELINES BOOK

FOUNDATION PROGRAMME  
UNIVERSITI TEKNOLOGI MALAYSIA

*INTERNATIONAL STUDENTS*



**2ND EDITION / 2020**

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## 1. STUDY FEES STRUCTURE

Table 1.1: Tuition Fees Rate

SEMESTER	REGISTRATION FEE (RM)	TUITION FEE (RM)	TOTAL (RM)
I (July)	2,450.00 <small>(including medical check-up of RM250 + Visa of RM700)</small>	6,250.00	8,700.00
II (January)		6,250.00	6,250.00
<b>TOTAL</b>			<b>14,950.00</b>

**Note:** Personal bond is not included in the study fees. Students are required to pay their personal bond directly to UTMSPACE upon registration.

## 2. HOSTEL FEE STRUCTURE

Table 2.1: Hostel Fees Rate

SEMESTER	FEES RATE/SEMESTER (RM)
	DOUBLE ROOM
I (July)	2,175.00
II (January)	2,175.00
<b>TOTAL</b>	<b>4,350.00</b>

## 3. PAYMENT PERIOD

The periods of payment are as follows :-

### 3.1 Payment Period for New Students Only

Payment of new student registration and tuition fees MUST be paid from the date of admission offer is received until the day of new student registration.

### 3.2 Payment Period for Senior Students

3.2.1 Payment of tuition fee for current semester MUST be paid before the start of each semester. While for new semester, the payment for tuition fee MUST be paid the latest by the first day after the mid-semester break / from the first week until the fourth week of lectures.

3.2.2 Students who fail to pay the outstanding fees before new semester begins will be penalised as 'Late Payment' of RM 5 per day, for a maximum of 28 days (maximum RM 140).

#### 4. PAYMENT METHOD

##### 4.1 Cash Payment

Payment can be made at any CIMB branch using the Special Bank Slip printed by UTMSPACE.

##### 4.2 Online Payment

Payment can be made by Credit Card or Financial Process Exchange (FPX) via UTMSPACE website at:

**<http://apps.foundation.utmspace.edu.my/student/payments>**

##### 4.3 Online Banking / Bank Counter / Cash Deposit Machine (CDM)

Payment can be made to:

Account Name : **UTMSPACE**  
Bank Name : **CIMB Bank Berhad**  
Account Number : **8601518228**  
SWIFT Code : **CIBBMYKL**

(Students are required to email the payment slip to **[bkwjb@utmspace.edu.my](mailto:bkwjb@utmspace.edu.my)**. Please ensure to write down **Student's Full Name, IC/Passport number, Phone number and Email address** on the transaction slip)

##### 4.4 Credit or Debit Card Payments

Payment to be made at UTMSPACE Financial Division, Level 5, Block T05, UTM Johor Bahru.  
Operation Hours: Sunday – Thursday from 8.00 am – 5.00 pm.

##### 4.5 Payment Status

Payment status can be checked via:

**<http://apps.foundation.utmspace.edu.my/student>**

#### 5. TYPES OF PENALTIES

**Table 5.1: Types and Rate of Penalties**

<b>BIL</b>	<b>TYPES OF PENALTIES</b>	<b>RATE (RM)</b>
1	Late Course Registration (with penalty)	25 / course
2	Late Payment (with penalty)	5 / days ( $\leq$ 140)

## 6. WITHDRAWAL FROM STUDIES

**Table 6.1: Duration and Percentage of Fees Charged**

DURATION	REGISTRATION FEE	TUITION FEE	HOSTEL FEE
Registration day until Fourth Week of Lectures	100%	50%	100%
Fifth Week until Last Week of Lectures	100%	100%	100%

- 6.1 The rate of Registration, Tuition and Hostel Fees charged refers to the date of application to withdraw from studies.
- 6.2 Any outstanding fees need to be paid within **30 days** from the date of issue of the withdrawal approval letter.
- 6.3 Any surplus of the fees will be refund within **30 days** after all fees adjustment have been made.

## 7. DEFERMENT / SUSPENSION OF STUDIES

Students who defer /suspend their studies at any semester are required to pay **Service Fees** of RM500 per semester.

## 8. REPLACEMENT GRADE (UG) AND REPEAT COURSE (UK)

- 8.1 Students who repeat the grade (UG) will be charged **RM50 per credit**.
- 8.2 Students who repeat the course (UK) will be charged **RM170 per credit**.

## 9. OUTSTANDING PAYMENT

Students who fail to pay their outstanding fees according to the timeline will be penalized and not allowed to:

- 9.1 Register for a subsequent semester
- 9.2 Sit for examinations
- 9.3 Collect their examination results
- 9.4 Attend the lecture
- 9.5 Collect their certificated and transcripts

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All information in this handbook is true at the time it is printed and UTMSPACE reserves the right to make any amendments when deemed necessary without making a prior announcement. (Effective Date: 9<sup>th</sup> September 2020).