



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

School of  
Professional and  
Continuing  
Education  
(SPACE)

# FINANCIAL GUIDELINES BOOK

FOUNDATION PROGRAMME  
UNIVERSITI TEKNOLOGI MALAYSIA

*INTERNATIONAL STUDENTS*



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## 1. STUDY FEE STRUCTURE

**Table 1.1: Tuition Fees Rate**

SEMESTER	REGISTRATION FEE (RM)	TUITION FEE (RM)	TOTAL (RM)
I (July)	2,450.00 (including medical check-up of RM250 + Visa of RM700)	7,250.00	9,700.00
II (January)	-	7,250.00	7,250.00
<b>TOTAL</b>			<b>16,950.00</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

### 2.1 Hostel Fee Rates

Hostel fees will be charged in the Student Information System. Subject to availability and dormitories provided by the university.

## 3. PAYMENT PERIOD

The periods of payment are as follows :-

### 3.1 Payment Period for New Students Only

Payment of the registration fee and tuition fee for new students **MUST** be made between the period of receiving the admission offer and the new student registration day as stated in the admission offer letter.

### 3.2 Payment Period for Senior Students

3.2.1 Senior students must settle all tuition fee payments for each semester before the mid-semester break ends or at the latest, before the course registration date. Students must clear all outstanding debts before registering for courses.

3.2.2 Students who fail to settle the total outstanding fees before the new semester begins will be fined a 'Late Payment Fee' of RM 5 per day, up to a maximum of 28 days (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 Student Information System at:

<https://foundation.utmspace.edu.my/students/login?returnUrl=/students/>

##### 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**

(The payment slip must be emailed to [bkwjb@utmspace.edu.my](mailto:bkwjb@utmspace.edu.my). Please include your full name, identification card number, phone number, and email address on the payment slip.)

##### 4.4 Credit or Debit Card Payments

Payment to be made at UTMSPACE Finance Division, Level 5, Block T05, UTM Johor Bahru.

Payment also can be made at UTMSPACE Finance Division, Level 3, Block H, UTM Kuala Lumpur.

Operation Hours: Monday – Thursday from 8.00 am – 5.00 pm.

##### 4.5 Payment Status

Payment status can be checked via Student Information System:

<https://foundation.utmspace.edu.my/students/login?returnUrl=/students/>

#### 5. TYPES OF PENALTIES

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

BIL	TYPES OF PENALTIES	RATE (RM)
1	Late Course Registration (with penalty)	100 / 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 refunded within **30 days** after all fees adjustment have been made.

## 7. DEFERMENT / SUSPENSION OF STUDIES

Students who defer their studies in any semester are required to pay a **service fee of RM 500 per semester**.

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

- 8.1 UK refers to repeating a course that was failed in the previous semester. Students who repeat a course (UK) are required to pay a fee of **RM 280 per credit**.
- 8.2 UG refers to repeating a passed course (grade B- and below) for the purpose of improving academic performance. Students who repeat a grade (UG) will be charged a fee of **RM 75 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: 3<sup>rd</sup> July 2025).