

## **STUDENT DECLARATION**

Registrar  
Tunku Abdul Rahman University College

I shall abide and comply with all the rules, regulations and lawful instructions of TAR UC and endeavour at all times to uphold the good name of the University College.

I understand that I can register for only one programme of study at a time in the University College.

I also confirm that TAR UC cannot and will not be held liable for any injury which I may suffer during my period of study at the University College including any study tour, practical work or other activities outside the University College except such injury caused through the negligence on the part of the staff of TAR UC. Should any other person suffer any such accidental injury during the programme arising as a direct result of any act or omission on my part, I hereby undertake full responsibility for the same and shall hold TAR UC indemnified against any claims made against it by reason of such accidental injury having been suffered.

I hereby accept my position as a student of TAR UC and agree to comply with all its regulations and requirements; including its regulations on the matter of fees paid and payable and that I shall behave honourably and endeavour to safeguard and uphold the good name of the University College.

I hereby understand that the University College has the right to take disciplinary action against me including dismissal, should I fail to abide and comply with all the rules, regulations and lawful instructions of TAR UC.

I declare that pursuant to TAR UC Intellectual Property Policy (IPP), the University College shall have the sole and exclusive right and ownership to all intellectual property by me during the programme of my study in the University College.

I hereby acknowledge and agree to be bound by the guidelines and policies on withdrawal and fees refund as follows:-

### **1. Withdrawal from Programme**

A student who wishes to withdraw from his/her programme must complete a **prescribed withdrawal form** and submit it to the Department of International Student Office together with the student ID card or notify the Department **in writing**.

A student who does not attend class or discontinues class attendance in a new semester without notifying the University College of his/her withdrawal is liable to all fees due to the University College for that semester and subsequently will be withdrawn from the University College due to arrears of fees.

**The date the University College receives the student's withdrawal notification is the official date of withdrawal** even if the student has stopped attending classes earlier.

## **2. Refund of Fees for Registered Student Who Withdraws**

### **2.1 If Notification of Withdrawal is Received Before the Commencement Date of the Programme**

Refund of fifty percent (50%) of the following fees paid:

- Tuition Fee
- Special Administration Fee
- Laboratory/Workshop Fee
- Facilities and Resource Fee

Registration Fee and Orientation & Activity Fee are STRICTLY non-refundable.

### **2.2 If Notification of Withdrawal is Received After the Commencement Date of the Programme**

There is STRICTLY no refund of all fees paid after the commencement date of the programme.

### **2.3 Students Who Paid and Registered After the Commencement Date of the Programme**

There is STRICTLY no refund of all fees paid upon withdrawal from the programme.

2.4 Save and except for Clause 2.1 above and Clause 3 below; there shall be no refund of any other fees paid.

2.5 All notification of withdrawal must be made in writing.

## **3. Refund of Caution Money**

Caution money (less any liability) may only be refunded on application after a student has graduated or withdrawn from his/her programme of study at the University College. The application for the refund shall be made within one year from the date of graduation or withdrawal from the University College, failing which, the said caution money shall be transferred and donated to TARC Education Foundation for the student loan fund.

## **4. Refund of Personal Bond**

The University College shall refund the Personal Bond paid by the international student within a reasonable period of time after the expiry or cancellation date of the student pass of the international student provided that there is no violation of any rules and regulations issued by the Immigration authorities.

## **5. Dual Award Declaration**

I expressly declare and agree that in the event I elect to enroll into any Dual Award programme offered by TAR UC Dual Award partners; I shall not be eligible nor entitled to the Award envisaged under such Dual Award programme with the said Tunku Abdul Rahman University College Dual Award partner in the event I ceased from being a registered student and or did not graduate from the Tunku Abdul Rahman University College due to any reasons whatsoever.

## **6. Consent Regarding Personal Data**

I expressly consent and authorise TAR UC to release my personal, academic and related records to my parents, guardians, any academic providers to which I have applied to and/or the government agencies of my home country for any reasons whatsoever.