

**TUNKU ABDUL RAHMAN UNIVERSITY OF
MANAGEMENT AND TECHNOLOGY**

**REFUND POLICY – MALAYSIAN STUDENTS
(UNDERGRADUATE & POSTGRADUATE PROGRAMME)**

REFUND OF FEES FOR REGISTERED STUDENTS

1. All fees paid are strictly non-refundable and non-transferable after commencement date of the programme.
2. Refund of Fees for Registered Students Who Have Paid All Fees Due for the Semester
 - 2.1 **If Notification of Withdrawal and/or Disqualification* is Received Before the Commencement Date of the Programme**
Refund of fifty percent (50%) of the following fees paid (where applicable):
 - Tuition Fee
 - Special Administration Fee
 - Laboratory/Workshop Fee
 - Facilities & Resource Fee
 - Research
 - Examination & Service Fee

Registration Fee and Orientation & Activity Fee are STRICTLY non-refundable.
 - 2.2 **If Notification of Withdrawal and/or Disqualification* 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 and/or disqualification* from the programme.
 - 2.4 Save and except for Clauses 2.1 and 4; there shall be no refund of any other fees paid.
 - 2.5 All notification of withdrawal must be made in writing.
3. There shall be no refund of fees paid for students under any flexi payment/ instalment plan if the semester fees are not fully paid, save for Clause 4.
4. Caution money (less any liability) may only be refunded on application after a student has graduated or withdrawn from his/her last programme of study at the University. The application for the refund shall be made within one year from the date of graduation or withdrawal from the University, failing which, the said caution money shall be transferred and contributed to TARC Education Foundation.

* Disqualification shall include but not limited to situations where a student is unable or prevented from joining/proceeding with the programme by way of operation of law, regulations and/or policies.