

DEPARTMENT OF STUDENT AFFAIRS KL MAIN CAMPUS

Student Handbook



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Contact Us

Department of Student Affairs
Tunku Abdul Rahman University of Management and Technology
Kuala Lumpur Campus
Ground Floor, Bangunan Tan Sri Khaw Kai Boh
Jalan Genting Kelang 53300
Kuala Lumpur
Malaysia

Tel: 03-41450123 ext 3752 / 3343
WhatsApp: 011-1087 5854
Email: dsa@tarc.edu.my

Accommodation



On-Campus Hostel Accommodation

On-Campus Hostel is available at the Kuala Lumpur Campus. The hostel consists of 10 blocks of 5-storey building with 1,000 standard rooms which can accommodate 2,000 students. Each room is on a twin-sharing basis with 400 rooms allocated for males and 600 rooms for females in separate blocks. Each floor has its own common bathrooms, toilets, pantry, water dispenser and drying area. **Hostel availability is based on a first-come-first-served basis.**

Hostel Rental:

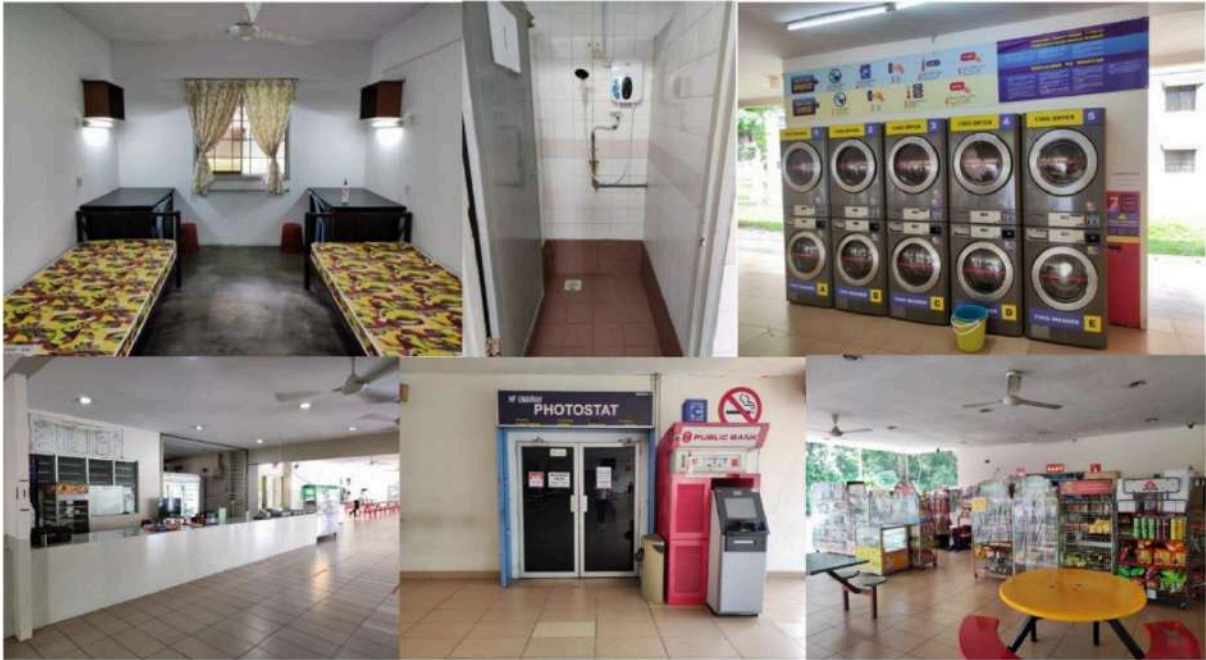
RM 267.00 per person per month and is paid on a semester basis.

Room Facilities:

- Single bed with mattress
- Study table & chair
- Cupboard
- Window mosquito netting
- Ceiling fan
- Lights
- Book-case
- Curtains
- Dustbin

Hostel Facilities:

- 24-Hours Security
- Chinese & Malay Cafeteria
- Air-Conditioned Study Rooms
- Free Internet Service in Study Rooms & Dining Areas
- Convenience Store & Stationery Shop
- ATM (Public Bank)
- Water Heater
- Hot & Cold Water Dispensers
- Self-Service Laundry Machines
- Locker Parcel Machine
- Covered Walkway to Community Centre & University



HOSTEL APPLICATION (NEW STUDENT)

Wait for the activation of your student intranet. **It will be activated after the payment of the first semester fee is made.** Once activated, **log in to your student intranet.**

From your student intranet menu, go to Application > Hostel and select your **level of study (Undergraduate/Foundation/MCP A-Level/Postgraduate).** **Double check your student details before submitting the application.**

Once your application is approved, the **hostel payment bill** can be viewed. If it is still pending approval, **applications will be approved based on room availability.**

Successful applicants must pay the hostel fee **by the specified deadline** using one of the following methods:

- i. Online payment: FPX/JomPAY/Public bank internet Banking
- ii. Cash @ Public Bank Branches
- iii. Cheque or Public Bank issued Debit/Credit/UnionPay card @ Department of Finance, payment counter

Log in to your student intranet to check the payment status. Once confirmed, **print out the hostel check-in slip and payment receipt from payment history.**

Check-in to hostel according to the earliest check-in date stated on your hostel check-in slip.
Bring the following documents for check-in:

- a) Hostel check-in slip
- b) Hostel fee payment receipt
- c) 2 passport size colour photos



Contact Information

Mr Siew Yee Hoong / Ms Huei Chin

Tel: 03-41450123 ext 3471 or WhatsApp: 011-10768599

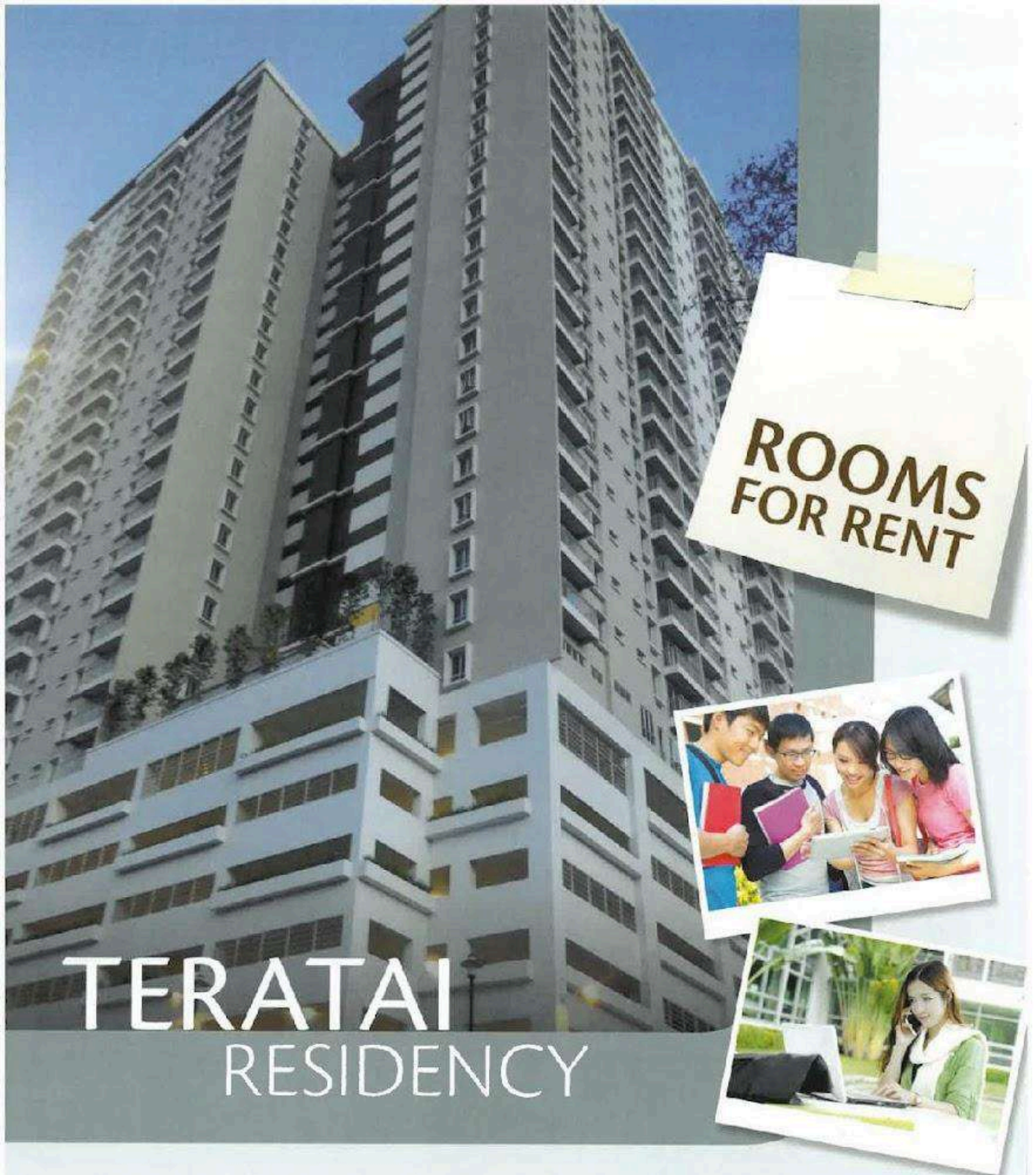
Ms Ana

Tel: 03-41450123 ext 3752

Hostel Office - Tel: 03-4105 8952/62

Office Hours: Monday to Friday, 8.30am - 5.30pm

Off-Campus Hostel Accommodation – Teratai Residency



TERATAI RESIDENCY

A brand new residence is now available at Danau Kota, which is about 3km to the Kuala Lumpur main campus. The residence is a 28 storey building which consists of 448 units with 3 air-conditioning/non-air conditioning rooms in each unit. It can accommodate at least 1,500 students. Amenities in the residence including gym room, swimming pool, multipurpose hall, barbeque area, cafeterias, study rooms, convenience and stationery shop, hot/cold water dispensers, self-service laundry machines, and surau. Each unit completed with bathrooms, toilets, pantry, fridge, induction cooker, sofa, flat screen TV, shoes rack and drying areas. Beds, cupboards, study tables, chairs, bookshelves, ceiling fan are provided in every room. Availability room is based on first-come-first-served.

FEATURES

- Cleaning Service for Common Area
- 24 Hours Security Service
- Free Internet Service (Ground Floor)
- Shuttle Bus Service to/from College Available

LOCATION MAP



PRICE

Master bedroom with attached bathroom (twin sharing)	RM450/pax
Medium bedroom with shared bathroom (Lwin sharing)	RM350/pax
Small bedroom with shared bathroom (twin sharing)	RM250/pax
Small bedroom with shared bathroom (single room)	RM450/pax

* All room rental is inclusive of water and electricity for not more than RM300.00/month per unit. Any excess charges beyond RM300 will be borne by occupants of the unit.



Room



City view



Recreation park



Kitchen



Toilet & bathroom



Room



Gym room



Swimming pool



Self service laundry machines

TERMS & CONDITIONS*

- 1) 1 year agreement to be signed by both parties.
- 2) Registration Payment:
 - 2 months rental deposit plus 1 month advanced rental
 - RM300 utility deposit
 - RM10 tenancy agreement stamp duty
- 3) For registration, please bring 1 passport size photos, 1 photocopy of your IC, 1 photocopy of your confirmation letter of enrolment.

Please contact



PLATINUM VICTORY (SETAPAK) SDN BHD



017 - 611 2188



teratai.leasing@platinumvictory.com

* Terms and conditions are subject to change without prior notice.

APPLICATION FOR TERATAI RESIDENCY ROOM VACANCY

Call us to confirm room availability before apply.

☎ Mr Siew: 03-41450123 ext: 3471

☎ Ms Huei Chin: WhatsApp 011-1076 8599

☎ Ms Ana (General Office) ext: 3752

If the room is available, proceed to:
Submit Application

Option 1
Walk in to DSA, KL Campus

Submit the following documents to Mr. Siew/ Ms. Ana at the General Office, Department of Student Affairs

📍 Ground Floor, Bangunan Tan Sri Khaw Kai Boh (Block A)

Required Documents:

- > Duly filled Application Form (4 sets) ;
- > Photocopy of Offer Letter with proof of tuition fee payment.

After approval, go to the Payment Counter, Department of Finance, to make payment using Debit/Credit card only.

📍 2nd Floor, Bangunan Tun Tan Siew Sin

Option 2
Via Courier Service

Required Documents:

- > Duly filled Application Form (4 sets) ;
- > Photocopy of Offer Letter with proof of tuition fee payment ;
- > Bank Draft or Cheque for hostel fees made payable to 'TAR UMT'.

📍 Courier Address:

Attn: Mr. Siew / Ms. Huei Chin
Department of Student Affairs,
Ground Floor, Bangunan Tan Sri Khaw Kai Boh (Block A),
Tunku Abdul Rahman University of Management and Technology,
Kuala Lumpur Campus,
Jalan Genting Kelang, 53300 Setapak, Kuala Lumpur.

Wait for a **confirmation email/slip** and payment receipt before check-in.

**If unsuccessful, you will be notified via email or phone call.*

Please proceed to check in at the Teratai Residency Office on the date specified in the confirmation email/slip.

Remarks:

- ✔ Application is subject to **room availability**. Room allocation is decided by Platinum Victory (PV) management.
- ✔ Room allocation is based on a **first-come, first-serve** and requires a complete application.
- ✔ Application and payment of fees do not guarantee a vacancy until you receive a **confirmation email/slip**.

Canteen / Cafeteria

1) The Red Bricks Cafeteria (Block G, West Campus)

Opening hours:

7.30am-5.00pm (Mon-Fri)

8.00am-4.00pm (Sat)

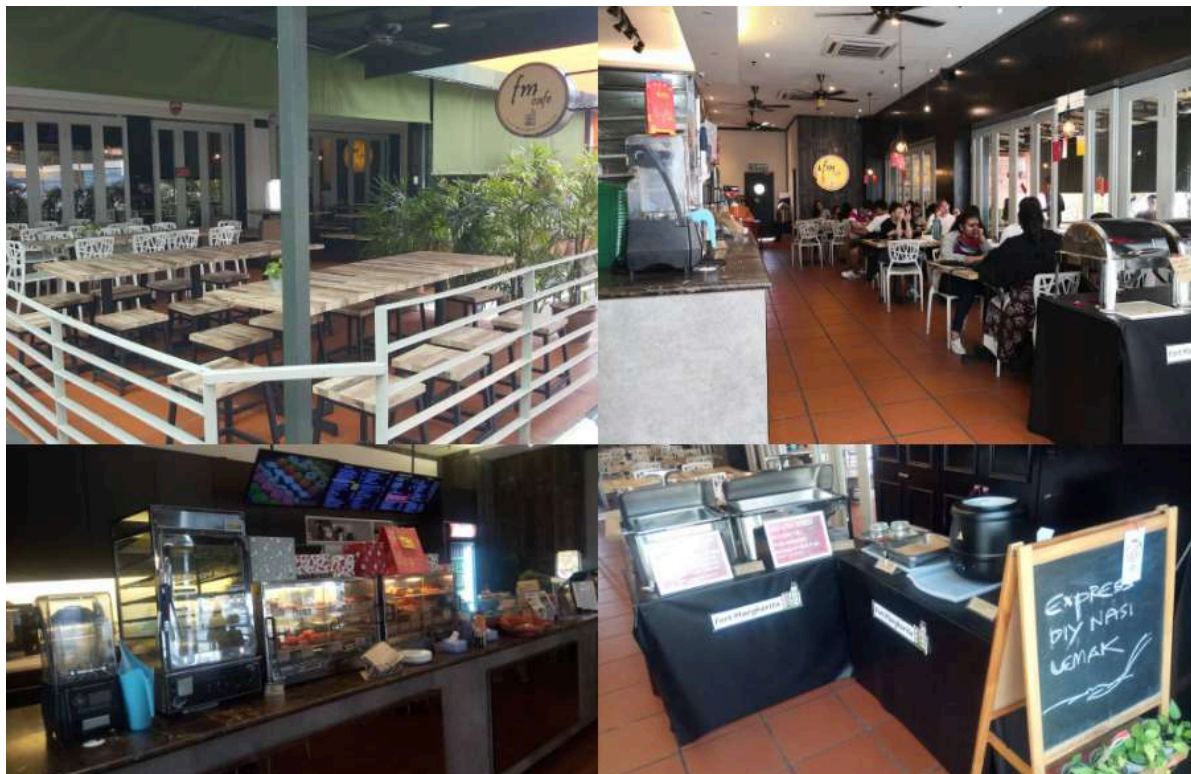


2) Fort Margherita Cafe (Cyber Centre, West Campus)

Opening hours:

7.30am-6.00pm (Mon-Fri)

8.00am-4.00pm (Sat)



3) Yum Yum Cafeteria (Block L)

Opening hours:

7.30am-5.00pm (Mon-Fri)

8.00am-4.00pm (Sat)



4) Heritage Kitchen (ClubHouse, West Campus)

Opening hours:

7.30am-7.00pm (Mon-Fri)

8.00am-4.00pm (Sat)



5) Sunnydae (Library Cafe, West Campus)

Opening hours:
8.00am-7.00pm (Mon-Fri)
8.00am-4.00pm (Sat)



6) Casuarina Cafe (Block SC, East Campus)

Opening hours:
8.00am-5.00pm (Mon-Fri)
8.00am-3.00pm (Sat)



Co-curricular Courses



Overview

TAR UMT is committed to providing a comprehensive education to promote the optimal development of our students. TAR UMT students can look forward to a satisfying and enriching campus experience that goes beyond academics to emphasize health, well-being and sustainability of their moral, social and physical dimensions in addition to intellectual development. We offer our students a diverse range of extracurricular activities to ensure that they enjoy a dynamic and thriving campus community.

The co-curricular course is compulsory for all students pursuing TAR UMT's Diploma and Bachelor Degree programmes. Students are required to complete and pass two credit hours before they can graduate at every level of their studies. Students taking the co-curricular course will be graded. However, the grades will not contribute to the GPA and CGPA.

List of Co-curricular Courses offered in KL Campus:

Games/Sports	Cultural Studies	Community Service	Volunteerism	Communication
<ul style="list-style-type: none"> - Aerobics Dance - Badminton - Basketball - Dodgeball - ESPORTS - Fencing - Football - Futsal - Gym Workout - Handball - Karate-Do - Netball - Pickleball - Softball - Squash - Swimming - Table Tennis - Taekwondo - Tennis - Volleyball - Weiqi / Go - Xiangqi 	<ul style="list-style-type: none"> - Basic Music Composition - Chinese Music Instrument - Erhu - Chinese Calligraphy - Choir - Dance - Global Connect - Tai Chi Chuan - Traditional Malay Dance - Violin 	<ul style="list-style-type: none"> - Community Sociology 	<ul style="list-style-type: none"> - Army Reserve Unit (Wataniah) - First Aid Unit 	<ul style="list-style-type: none"> - Pidato

Online Registration for Co-curricular Games/Sports & Cultural Studies Course

- Students can register online through the [Intranet](#).
- Students are required to adhere to the registration guidelines of the Co-curricular Courses as stated in the intranet.
- Click here for the [flow diagram](#) for Co-curricular Courses Online Registration.
- The course registration schedule for KL Campus students is as follows: -

Session	Online Registration Dates	Course Duration
202505	Tue - Wed 24 - 25 June 2025	Mon - Sun 30 June 2025 - 21 September 2025 (Week 2 - Week 13)
202509	Mon 10 November 2025	Tue - Sun 11 November 2025 - 21 December 2025 (Week 1 - Week 6)
202601	Tue - Wed 27 - 28 January 2026	Mon - Sun 2 February 2026 - 26 April 2026 (Week 2 to Week 13)

Registration of Community Service & Volunteerism Courses through Advisor-in-Charge

- Students who wish to obtain the Co-curricular credit hours through Community Sociology, First Aid Unit & Army Reserve Unit (Wataniah) courses are required to register through the Advisor in charge at the beginning of the first semester of the academic year.

No.	Co-curricular Course	Advisor in charge	Office
1	Community Sociology	Mr Ng Swee Ann	Room A012, GF, Bangunan Tan Sri Khaw Kai Boh
2	First Aid Unit	Ms Chia Geik Huei	
3	Army Reserve Unit (Wataniah)	Mr Muhamad Hussaini	

Contact Information

Ms Lee Ai Choo

Tel: 03-41450123 ext 3285

Mr Chan Kee Chien

Tel: 03-41450123 ext 3680

Email: dsa@tarc.edu.my

University Bus Services

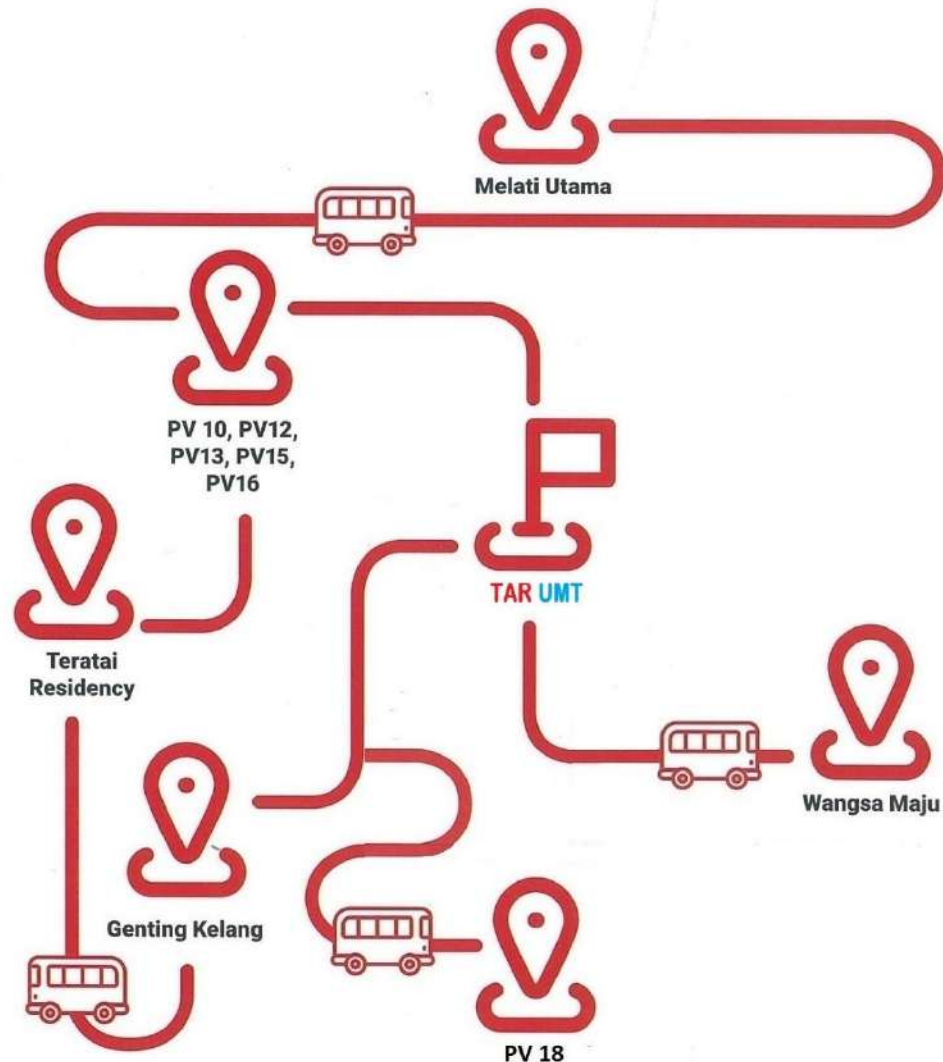
Bus Service *on campus* *Always at its best to serve you*

TAR UMT has a fleet of air-conditioned buses to ferry students between the Kuala Lumpur Main Campus and the following nearby residential areas:

- 1 Wangsa Maju
- 2 Teratai Residency /PV18
- 3 Genting Kelang /PV18
- 4 Melati Utama
- 5 PV10, PV12, PV13, PV15, PV16



Bus services are also available for field trips, educational visits and tours organised by students.



The buses operate daily (except on Sundays and Public Holidays) between 7.15am and 9.15pm from Mondays to Fridays and between 7.15am and 5.15pm for Saturdays. During semester examinations and semester holidays, the [bus schedule](#) would be adjusted accordingly.

Bus Routes

Bus Routes	Direction
Wangsa Maju	From TAR UMT to Tarvilla, LRT Wangsa Maju, Wangsa Maju Section2 and vice versa
Teratai Residency	From TAR UMT to Teratai Residency, Prima Setapak, Bus Stop Jalan Genting Kelang and vice versa
Jalan Genting Klang	From TAR UMT to Prima Setapak, Bus Stop Jalan Genting Kelang and vice versa
Melati Utama	From TAR UMT to Melati Utama, Melati LRT, TAR UMT and vice versa
PV10, PV12, PV13, PV15	From TAR UMT to Setapak Central, PV12, PV10, PV13, PV15 and vice versa

Routes Map



Bus Schedules



The latest update on TAR UMT shuttle bus service is available at:

- (a) [Twitter.com](#) (TAR UMT KL Bus Service)
- (b) [Facebook](#) (TAR UMT KL Bus Service)

Contact Information

General Office

Tel: 03-41450123 ext.3752

Mr Yik

Tel: 03-41450123 ext.3429

Locker Services

LOCKER LOCATIONS

13-96 : Library
189-260 : DK2

RENTAL PERIOD

16 NOV - 30 APR
1 JUN - 15 NOV

*Locker numbers are subjected to availability

SCAN FOR MORE DETAILS



University lockers are available for rent by students at affordable rental rates.

The terms for renting a locker are as follows: -

1. A rental fee of **RM 10** is required for the period from **1 June to 15 November** and from **16 November to 30 April**.
2. Students must make a payment of RM 10 to the Department of Finance (DFIN). After payment, complete the [application form](#) and upload proof of payment. You will be notified by email when your application is received.
3. The University is not responsible for the safety of contents in lockers.
4. Students are advised not to store valuables in the locker.
5. Students must **bring their own lock**.
6. Subletting or transferring the lease is not permitted.
7. Students are required to remove their belongings at the end of the lease. Items in the locker will be removed by the 30th day after the end of the lease.
8. Students are responsible for keeping the locker in good condition. If the locker is damaged due to careless use, a **penalty of RM20** will be deducted from the caution money.
9. The University reserves the right to remove the contents of unregistered/unrenewed lockers and illegal contents.

Lost and Found

There is a lost and found service at the Department of Student Affairs. Any item found within the campus grounds will be submitted to the Department of Student Affairs. Students can approach the counter staff to check if their missing item has been found.

Societies / Clubs



Societies/Clubs are classified under academic and non-academic. Academic societies are open only for students of the same programme while the non-academic societies/clubs are open to all registered students.

Academic Societies

<p>Faculty of Applied Sciences</p> <ul style="list-style-type: none"> ● Chemistry and Biology Society ● Food Science Society ● Sport and Exercise Science Society 	<p>Faculty of Accountancy, Finance and Business</p> <ul style="list-style-type: none"> ● Accounting Society ● Banking & Finance Society ● Business Administration Society ● Corporate Administration Society ● Economics – FAFB Society ● Finance and Investment Society ● Human Resource Society ● International Business Society ● Logistics & Supply Chain Management Society ● Marketing Society ● TAR UMT-ACCA ● TAR UMT-CIMA
<p>Faculty of Computing and Information Technology</p> <ul style="list-style-type: none"> ● Computer Science Society ● Computer Networks and Security Society 	
<p>Faculty of Communication and Creative Industries</p> <ul style="list-style-type: none"> ● Creative Arts Society ● Mass Communication Society 	
<p>Faculty of Built Environment</p> <ul style="list-style-type: none"> ● Architecture Society ● Building Technology Society ● Quantity Surveying Society ● Real Estate Society 	
<p>Faculty of Engineering</p> <ul style="list-style-type: none"> ● Electrical and Electronic Engineering Society ● Materials Engineering Society ● Mechanical Engineering Society ● Mechatronics Society 	<p>Faculty of Social Science and Humanities</p> <ul style="list-style-type: none"> ● Psychology Society ● Early Childhood Education Society ● Hospitality and Tourism Society
	<p>Centre for Pre-University Studies</p> <ul style="list-style-type: none"> ● Economics Society ● Science and Mathematics Society

Non-Academic Societies / Clubs

- | | |
|--|--|
| <ul style="list-style-type: none">● Army Reserve Unit (Wataniah)● Athletic Club● Astronomical Society● Badminton Club● Basketball Club● Buddhist Society● Bursa Young Investor Club● Career Guidance Society● Catholic Society● Chess Club● Chinese Language Society● Chinese Orchestra● Choir Society● Christian Fellowship● Community Service Action Society● Community Sociology Advisory Group● Dancing Society● Debate Club● Dodgeball Club● Enactus● English Language Society● Fencing Club● First Aid Unit● Football Club● Green Society● Hostel Society● TAR UMT IMM Student Chapter (Institute of Materials, Malaysia)● Indian Cultural Society● Interactive Gaming Society | <ul style="list-style-type: none">● International Student Society● Japanese Language Society● Karate-Do Society● Kendo Club● Korean Language Society● Kung Fu Recreational Club● Leo Club● Lion & Dragon Dance Club● Maker's Club● Music Society● Netball Club● Orchestra● Peer Support Society● Photography Society● Physical Fitness Society● Red Bricks Song Composition Society● Sabah Sarawak Students Society● Softball Club● Squash Club● Student Sports Committee● Swimming Club● Table Tennis Club● Taekwondo Club● Tennis Club● Theatre Club● Toastmasters Club● Volleyball Club● Water Polo Club● Weiqi Club● Young Entrepreneur Society |
|--|--|

Contact Information

Mr Nyia See Thai
Tel: 03-41450123 ext 3285

Mr Tengku / Ms Joey
Tel: 03-41450123 ext 3455

Graduate Attributes (Soft Skills Competency)

TAR UMT aspires to be a national model of excellence and innovation. By collaborating with students to enrich their educational experience, the University empowers them to develop meaningful educational, personal, and career goals. The Graduate Attributes (GAs) framework assists students in identifying and achieving these goals, thereby facilitating their learning experience and overall success.

Graduate Attributes are fostered through both curricular and extracurricular activities. They are developed within the overall TAR UMT experience, encouraging students to reflect on the broader purpose of their university education.

The eight Graduate Attribute (GA) components are:

- ★ Cognitive
- ★ Language Mastery & Communication
- ★ Technology & Digital
- ★ Leadership
- ★ Physical & Emotional Wellbeing
- ★ Global Mindset
- ★ Entrepreneurial
- ★ Relationship & Networking

At the end of their studies, students who have **fulfilled all eight GAs**, with a minimum score of 1 in each attribute and a total score of 100 or above, will be awarded Gold, Silver, or Bronze Soft Skills **Competency Certificates**.



Scan for Graduate Attributes booklet



Sports Facilities

We strive to provide a holistic learning experience, recognising that participation in sports and recreational activities is essential to university education. TAR UMT offers a wide range of sports and recreational facilities to promote the health, well-being, and sustainability of students on campus while they pursue their studies.



1) SKYFIELD ARENA

- Running track (6.30am - 10.00pm)
- Football field (8.00am - 7.00pm)
- 1 Futsal court (8.00am - 10.00pm)
- 4 Pickleball courts (8.00am - 10.00pm)
- Table tennis courts
- Gymnasium

Opening Hours:

**Closed on Public Holidays
(except Running Track)

2) SPORTS COMPLEX

- 3 Tennis courts (Roof top)
- 12 Pickleball courts (Roof top)
- 9 Badminton courts (Ground floor)
- Gymnasium (1st floor)

Opening Hours:

- 9.00am to 9.00pm (Mon-Fri)
- 9.00am to 12.00noon (Sat - 1st session)
- 3.00pm to 7.00pm (Sat - 2nd session)
- 3.00pm to 7.00pm (Sun)

***Closed on Public Holidays

3) CLUBHOUSE

- Olympic-sized swimming pool
- 2 Squash courts
- 1 Snooker table
- Gymnasium
- Martial arts training ground

Opening Hours:

- 9.00am to 9.00pm (Mon-Fri)
- 9.00am to 12.00noon (Sat - 1st session)
- 3.00pm to 7.00pm (Sat - 2nd session)
- 3.00pm to 7.00pm (Sun)

***Closed on Public Holidays

4) OUTDOOR FACILITIES

- 2 Basketball courts
- 3x3 Basketball
- 1 Netball court
- 2 Volleyball courts
- Outdoor gymnasium

Opening Hours:

- 9.00am to 10.00pm (Mon-Fri)
- 9.00am to 7.00pm (Sat-Sun)

***Closed on Public Holidays

Rules & Regulations for the Use of Sports Facilities

1. Players should be properly attired at all times. **Shorts and T-shirts must be worn at all times and sports shoes are mandatory.** For **squash and badminton**, wear only **non-marking sports shoes** within the court.
2. Check-in/Check-out at the Counter. All users/participants must present their ID cards at the counter upon using sports facilities.
3. For gym equipment use, **towels are compulsory.** Please **register at the counter** and present **your ID cards** to the staff on duty before entering the gym. Do not drip sweat on the equipment. Wipe your sweat off the benches after you have used them. Re-rack weight plates and dumbbells when done with your exercises. Do not monopolize equipment. Do not drop or clang weights.
4. **Food and bags are not allowed** at the sports venue. Drinks and water may be taken in non-breakable, spill-proof containers. Smoking and Vaping is strictly prohibited on campus.
5. Players are advised to bring their own equipment. However, players who wish to borrow equipment can refer to the staff on duty. **Any person who damages or destroys the property of the University shall be held responsible and liable for the repair and replacement of such property at his or her own expense.**
6. The University reserves the **right to cancel bookings without prior notice.**
7. The University reserves **the right to bar anyone who does not observe the Rules and Regulations for Sports Facilities**, abuses equipment or shows disrespect to other students and staff or are in violation of the Student Code of Conduct.

Rules & Regulations are subject to change by TAR UMT from time to time. Users may be notified of such changes in any manner deemed appropriate by TAR UMT.

Rules & Regulations on the Usage of Swimming Pool

1. **Showering:** All users must shower before entering the pools.
2. **Attire:** a) Men must wear swimming trunks and a swimming cap.
b) Women must wear swimsuits and a swimming cap. (*Bikinis are prohibited.*)
3. **Personal Belongings:** All users must keep their clothes, towels, and other belongings inside the lockers.
4. **Food and Drinks:** Bringing food and drinks into the swimming area and its surroundings (decks) is prohibited.
5. **Health Restrictions:** Persons suffering from infections or communicable/contagious diseases are prohibited from using the swimming pools.
6. **Hygiene:** Spitting and other unhygienic acts in or around the pools or decks are prohibited.
7. **Pool Toys:** Use of rubber or air mattresses, toy balls, and other toys is not permitted, except for arm rings and floats for children.
8. **Footwear:** No footwear is allowed on the deck except for authorized personnel.
9. **Conduct:** All users must behave orderly and properly within the swimming pools or Clubhouse.
10. **Safety:** Running, pushing, horseplay, dunking, or any form of rough play within the pool vicinity is strictly prohibited.
11. **Swimming Ability:** No person should enter the deep end of the pool unless they know how to swim.
12. **Children:** Children must be accompanied by parents or guardians who are responsible for their conduct and safety.
13. **Weather Safety:** Users are strongly advised to leave the pool immediately during rain, thunderstorms, lightning, or any emergency situation when instructed by the lifeguard or authorized personnel via long whistle blasts.
14. **Cleanliness:** Maintaining cleanliness is the responsibility of all users.
15. **Compliance:** The authority reserves the right to evict any user who disobeys the rules and regulations. No entry fees will be refunded.
16. **Pool Closure:** The authority may close the swimming pool at any time without refund.
17. **Liability:** The authority is not responsible for any loss of property, injury, or life within the swimming pool or Clubhouse.

Rules & Regulations for the Use of Skyfield Arena

1. The sports facilities are **exclusively for TAR UMT students, staff and alumni**. Guests may request to reserve the facilities by **emailing the Director of the Department of Student Affairs**. All reservations are subject to **rental fees and management approval**.
2. Users are required to **wear appropriate sports attire at all times**. Shirtless, barefoot, sandals or jeans are not allowed.
3. The **track and field operate on a shared-use basis**. No prior booking is required at present.
Reservations for the **futsal and pickleball courts** must be made in advance via an online **reservation system**.
 - A **minimum of ten (10) players** is required for futsal court **reservations**.
 - If **less than ten (10)**, the court shall be made available on a **shared-use basis**.
4. **Pets, food and beverages are not permitted** on the courts, track or field.
5. **Smoking and vaping are strictly prohibited** within the TAR UMT campus premises.
6. Users shall conduct themselves appropriately. Valid Student, Staff or Alumni ID cards shall be presented for verification upon request.
7. Users shall ensure that the **facilities are used properly and maintained in a clean and tidy condition** at all times.
8. **All equipment and apparatus** must be **returned to their designated locations** immediately after use.
9. For safety reasons, users must **vacate the track and field immediately** in the event of **rain, thunderstorms or lightning**.
10. For **fire or other emergency**, all users are required to **evacuate the building via the staircases** located at all exits.
11. TAR UMT management shall not be held liable for any injury, loss or damage sustained before, during or after the use of the facilities.
12. TAR UMT management reserves the right to deny access to or remove any user who fails to comply with these rules and regulations.
13. For enquiries, please contact us via WhatsApp 013-388 5765 during office hours or email csko@tarc.edu.my.

Contact Information

Mr. Gary Luke (Room UA003, Sports Complex)
Tel: 03-41450123 ext 3570

Mr. Syed Akma (Room U002(A), Club House)
Tel: 03-41450123 ext 3356

Mr. Ko Chun Shong (Room A012, Bangunan Tan Sri Khaw Kai Boh)
Tel: 03-41450123 ext 3319

Student Dress Codes

Students should dress appropriately and should conform to the following guidelines: -

Student Dress Code

DRESS
How You Want
To Be
ADDRESSED

IMPROPER

Sleeveless tops, bareback tops, crop tops, spaghetti straps or singlets

Any shorts or skirts that shows the thighs

Slippers

Tops with sleeve

Any pants or skirts that covers the thighs

Shoes or sandals

Sleeveless tops or tank tops

Any shorts that shows the thighs

Slippers

Illustrated by:
Bachelor of Public Relations (Honours),
Year 3 2019/2020

TARC
TAR
TECHNICAL EDUCATION

Within Campus Grounds Except for Games and Co-curricular Courses

- Students should wear collared shirts/T-shirts with sleeves and pants/jeans/skirts. No torn attire is allowed, especially jeans.
- Shirts (except Hawaiian-style shirts) should be tucked in.
- Shorts are not allowed.
- Female students should dress appropriately and not wear clothes which are too revealing. Mini skirts/dresses, high slits or low necklines, 'bare back' apparel and exposed midriff and spaghetti-straps or see-through blouses are not allowed.
- Proper footwear, shoes/sandals should be worn. Japanese slippers are not allowed.

For Games/Co-curricular Classes

- Proper sports attire (T-shirts, shorts/track bottom and sports shoes) should be worn.

Wearing of Student ID Card

All students **MUST WEAR** their TAR UMT STUDENT ID CARD at all times while in the campus. Students without their ID cards are required to register at the Campus Main Entrance Guard House and would have their status verified before being allowed in.

Other Regulations:

Non-Smoking/Vaping Campus

TAR UMT Campus is a non-smoking/vaping zone.



Student Code of Conduct

All students are expected to **abide by the Student Code of Conduct** at all times. Disciplinary actions will be taken against students for flouting any rules and regulations. **Scan QR code for Student Code of Conduct Booklet*



Student Counselling Services (SCS)

The Student Counselling Services (SCS) is dedicated to provide services and programmes designed to assist students in achieving mental and emotional well-being. Be it academic or personal issues, we will journey with you, helping you to learn how to manage, cope and make informed choices.

SCS team of professional counsellors will always strive to take into account the client's best interests and well-being. In times of challenges and need, problems can appear to be unsolvable. By sharing, one can gain clarity and new perspectives.

Individual Counselling

We believe that in times of challenges and need, problems can appear to be unsolvable, however, by sharing, one can gain clarity and new perspectives. Therefore, be it academic or personal issues, we will journey with you, helping you to learn how to manage, cope and make informed choices, so that you can deal with your issues more effectively.



Group Counselling

In group counselling, 6 to 10 students will meet with a counsellor on a specific topic of interest, such as self-discovery, relationships, academics and more. Group activities and interactions between group members will provide you with opportunities to share experiences, provide feedback, support each other, practice new behaviours and learn new ways of communicating.

Mental Health Screening & Psychological Assessment

We offer mental health screening and psychological assessment for students. It helps to understand the nature of the mental health issues, so that we can provide appropriate support & intervention.






Self Enrichment Programmes

Through various programmes and workshops, we hope to help you increase your self-awareness, build your identities, develop your strengths & talents, identify & enhance your potential.

Peer Support Program

We aim to create a warmer and more caring campus. Peer supporters are trained students who offer a safe, non-judgmental space for you to pause, reflect, and talk things through with someone closer to your own student experience.



<p>Upcoming Workshops & Activities</p> 	<p>Self Help & Resources</p> 	<p>Making Appointment</p> 
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IN CASE OF EMERGENCY

In- Campus



TAR UMT Security
(24 Hrs)
Main Campus
011-10540154 or
03 4145 0250 ext. 3250, 7250



Student
COUNSELLING SERVICES
Main Campus
03-41450123 ext. 3404, 3405, 3747
(Mon-Fri, 8.30am - 5.30pm)

TAR UMT First Aid Unit (FAU)
Main Campus
03-4145 0240
(Mon-Fri, 8.30am - 5.30pm)



Off- Campus

For urgent help (strong suicidal/self-harm urges), you can call **999/112**, or go to the nearest government hospital emergency department.

 <p>03-6145 4333 Emergency & Trauma Hospital Kuala Lumpur</p>	 <p>03-4149 2222 Wangsa Maju Police Station</p>	 <p>03-4108 5729 Wangsa Maju Fire & Rescue Station</p>
<p>03-4145 9999 General Line Columbia Asia Hospital Setapak</p>	<p>03-4023 2222 Setapak Police Station</p>	<p>03-4023 5544 Setapak Fire & Rescue Station</p>

Mental Health Support Centre

<p>Befriender KL 03-7627 2929 (24 Hrs)</p>	<p>Talian Heal 15555 (8am-12am)</p>
<p>Talian Kasih 15999 (24 Hrs) / 019-2615999 (Whatsapp)</p>	<p>Life Line Association Malaysia 15995 <i>(Mon to Sat, 9:30am-1:30am)</i></p>

Contact Information

Department of Student Affairs (Room A107)
First Floor, Bangunan Tan Sri Khaw Kai Boh

Opening Hours

- Monday to Thursday
8.30am-12.30pm/ 1.30pm-5.30pm
- Friday
8.30am-12.30pm/ 2pm-5.30pm

Email: counsellingquery@tarc.edu.my

Meet the team!



Student Career Development Centre (SCDC)

What is SCDC?

SCDC is a [hub](#) for personal and career development.

Who are we?

We are Career Advisory Specialists that comprises professional staff with NCDACertified Career Service Provider CCSP (we are the first in Malaysia), Leonard Personality Inventory (LPI) and LPI Career Tools.

What are the services provided?

SCDC provides career advisory services for our students and also serves as the bridge between students and industries. We assist students with their careers and development. We handle things related to career or students' general development, internally and externally. If you have trouble finding the right course or career path, we're here to help as much as we can as a reference for you.

SCDC offers:

- Career & Personality Assessment
- Career Advisory
- Workshops & Talks
- Industrial Visits
- Career & Talent Development Programs
- Career & Internship Fairs



Career Guidance / Advisory

- ✓ RIASEC (Hollands Code) Assessment
- ✓ Interest Profiling
- ✓ Leonard Personality Inventory (LPI)
- ✓ Career Planning
- ✓ Resume Checking

What to expect

- ✓ Get a clearer vision about what lies ahead on your career. You should understand how to use your interest towards your career path.
- ✓ Set short or long term goals which are specific, measurable, achievable, realistic and time-bound.
- ✓ Develop new mindsets and follow an action plan.
- ✓ Discover your interest / personality and how it affects you.

Career Fair

Every year, SCDC and the Career Guidance Society (CGS) organize Internship and Career Fairs for graduating or final year students to search for related internships and jobs. Different fairs will be held throughout the year targeting different objectives. It is also open to all graduates and alumni.

Development Programme



Job Opportunities



Learning Zone



Contact Information

Department of Student Affairs (Room A107)
Student Career Development Center
First Floor, Bangunan Tan Sri Khaw Kai Boh

Email: scdc@tarc.edu.my
Tel: 03-41450123 ext 3184/3184/3403
Whatsapp: 011 10597132



Facebook:

[TAR UMT Student Career Development Centre](#)



Student Financial Aid



TAR UMT provides a variety of financial aid to students. Some financial aid offered are merit-based, while others take into consideration certain criteria such as the applicant's family financial background and/or their participation in extra-curricular activities.

Scholarships / Grants

A. TAR UMT Administered Scholarships and Bursaries

- TAR UMT Merit Scholarship
- Bursary for State/National Players (Application open from Week 1-7, Jan & June Semester)
- TAR UMT Sports Scholarship (Open on 4 Apr 2026)
- The STAR Education Fund (Open on 2/3/2026, Closing 2 weeks after SPM/STPM results released)
- Sin Chew Daily Education Fund (Open on 15/2/2026, Closing 2 weeks after SPM/STPM results released)
- TAR UMT - JINBODHI Bursary (Open in Nov 2026)

B. External Scholarships / Grants (Need-Based)

- Bantuan Kewangan Pelajar OKU, Kementerian Pendidikan Malaysia (Closed)
- C Y Tan Foundation [Diploma] (Closed)
- Kuok Foundation Study Grants [Diploma] (Closed)
- Kuok Foundation Undergraduate Awards [Bachelor's] (Closed)
- Chan Kok Veng & Goh Joo Yi Scholarship [Foundation] (Closed)
- Arachem Scholarship [RBS & RFN] (Closed)
- Lee Ah Kwee Memorial Scholarship [Foundation] (Closed)
- Lee Ah Kwee Memorial Scholarship [FOBE Diploma] (Closed)
- LC1010 Club Malaysia Scholarship [FOET] (Closed)
- Budimas Scholarship (Ongoing)
- MSEF SIYUAN Scholarship (Closed)
- Tunku Abdul Rahman Scholarship (Closing on 8 April 2026)
- Hong Leong Foundation Scholarship (Open on 1 Apr 2026)

C. External Scholarships / Grants (Industry-Based)

- Ann Joo Undergraduate Scholarship [Bachelor's] (Closed)
- Shimano Scholarship [Bachelor's] (Closed)
- Inta Bina Scholarship [RQS & RBD Year 2] (Closed)
- Hotayi Scholarship [Bachelor's] (Closed)
- Plenitude Scholarship [Bachelor's] (Ongoing)
- OSK Foundation Scholarship [Bachelor's] (Closed)
- Senheng Scholarship [Bachelor's] (Closing on 30 April 2026)
- Zchwantech Scholarship [FOCS Bachelor's] (Ongoing) [APPLICATION FORM]
- Yayasan Mr. D.I.Y. Scholarship [FAFB Bachelor's] (Closed)
- Yayasan Hartalega Scholarship [Bachelor's] (Ongoing)
- Newfields Scholarship [Bachelor's] (Ongoing)
- CNC Freight Services Scholarship [RLM] (Closed)
- The Heavy Lift Group Education Scholarship [RLM] (Closed)

- Wilhelmsen Ocean Talent Scholarship [Bachelor's] (Closed)
- MDC Scholarship [Bachelor's](Closed)
- Penang Future Foundation Scholarship (Closed)
- Gadang Scholarship (Closed)
- Tan Sri Teh Hong Piow Legacy Scholarship (Closed)
- IOI Foundation Scholarship (Closed)
- Daikin Malaysia Group Scholarship (Closed)
- CIMB Asean Scholarship (Open in Apr 2026)
- Lion-Parkson Foundation Scholarship [Bachelor's] (Closed)
- Yayasan KLK Scholarship (Closed)
- Genting Malaysia Scholarship (Closed)
- Maxis Scholarship (Closed)
- OCBC Scholarship (Closing on 30 June 2026)

Student Loans

A. TAR UMT Student Loan Fund

- Application Info [Fdn, Dip & Deg] (Open in June 2026)
- Application Info [Postgrad]
- List of Donor Loans
- FAQ on Loan Repayment

B. Externally Administered Study Loans

- Penang State Loan (Open from 1/7/2026 - 31/10/2026)
- Perak State Loan (Application Closed)
- Selangor State Loan (Application Closed)
- MARA Tertiary Education Sponsorship Programme (TESP) (Application Closed)
- PPBU Yayasan Bank Rakyat [Interest-Free for Diploma & Degree Studies]
- KOJADI Study Loan
- Chang Ming Thien Foundation Study Loan [Degree & Postgraduate Studies] (Open in Aug 2026)
- ECM Libra Foundation Study Loan
- Kuok Foundation Undergraduate Awards [Degree] (Application Closed)
- Malaysian Community & Education Foundation (MCEF) Study Loan [Diploma & Degree Programmes]

Financial Assistance for Postgraduate Students

- ❖ TAR UMT Student Loan Fund (Postgraduate Studies)
- ❖ EPF Withdrawal

Students may apply for EPF Withdrawal from Account 2. Students may request a Standard Confirmation Letter from the Centre for Postgraduate Studies and Research.

- ❖ Financial Support Scheme (Malaysian Only)

3.1) Postgraduate Programmes by Research

a. Scholarship (CGPA \geq 3.6000)

- Eligible for the application to Master Programmes by Research
- Full-time mode of study

b. Research Assistantship

- Eligible to Master/PhD Programmes by Research
- Based on the availability

Note: Terms and conditions apply. Please refer to the Intranet.

3.2) Postgraduate Programmes by Coursework

Eligibility	Type of Financial Assistance
Corporate Group Discount <ul style="list-style-type: none"> Corporations with a minimum of 3 staff in a group. 	10 % waiver of tuition fees for each applicant (semesterly)

❖ Merit Scholarship for Master of Architecture programme (MAR) only:

Merit Scholarship	CGPA	
100 %	3.5000 - 4.0000	
60 %	3.0000 - 3.4999	*2026 until 2027
10 %	2.7500 - 2.9999	

❖ Postgraduate Scholarship for Postgraduate Programmes by Coursework (Full Time) only.

Scheme	Entitlement	Eligibility (tuition fee only)
MC-A	CGPA: 3.9000 - 4.0000	100 %
MC-B1	CGPA: 3.8000 - 3.8999	50 %
MC-B2	CGPA: 3.7000 - 3.7999	25 %

❖ Loyalty Discount (Programmes by Coursework and Research)

All Alumni of TAR UMT and Alumni's Children (10%)

❖ TAR UMT's Staff Discount on Tuition Fees

Scheme	Entitlement	Eligibility (tuition fee only)
MC-C1	TAR UMT Staff	30 %
MC-C3	TAR UMT Staff's Children	30 %

❖ TAR UMT Graduates

KOJADI Education Loan Scheme for TARC Graduates (S-TAR).

❖ TAR UMT-Wawasan Study Grant

Eligible to the candidate granted the offer to Master of Science in Built Environment Programme.

❖ For Other Universities Graduates

KOJADI Education Loan Scheme for Local Postgraduate Studies (S-LPS).

Dokumen Sokongan

Dokumen sokongan yang perlu disediakan :-

Surat Tawaran Kemasukan TAR UMT, dokumen berkaitan kursus pengajian (sekiranya ada) perlu dimuat naik semasa membuat permohonan pinjaman di aplikasi web myPTPTN.

Pastikan dokumen dimuat naik :-

- i. Betul dan tepat
- ii. Satu (1) fail sahaja (< 2MB)
- iii. Jelas dan mudah dibaca
- iv. Format fail PDF



Semua maklumat adalah betul pada masa percetakan. (Mac 2026)

Aplikasi myPTPTN

1. Imbas kod QR di bawah dan muat turun aplikasi myPTPTN.




myPTPTN App

2. Log masuk dengan MyDigital ID/daftar MyDigital ID.
3. Daftar pengguna dan aktifkan myPTPTN.
4. Sempurnakan proses eKYC.

3 Cara Sempurnakan eKYC

1. Sediakan kad pengenalan.
2. Ambil gambar depan dan belakang kad pengenalan.
3. Ambil gambar swafoto.





PTPTN

Untuk sebarang pertanyaan berkenaan Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN), sila hubungi:-

i.) Ibu Pejabat PTPTN Kuala Lumpur
 Tingkat Bawah, Menara PTPTN
 Blok D, Megan Avenue II
 No. 12, Jln. Yap Kwan Seng, Kuala Lumpur
 Careline: 03-2193 3000
 Website: www.ptptn.gov.my

ii.) Jabatan Hal Ehwal Pelajar Tunku Abdul Rahman University of Management and Technology (TAR UMT)
 Jalan Genting Kelang, Setapak
 53300 Kuala Lumpur
 Tel: 03-4145 0123 ext 3343/3104
 Website: www.tarc.edu.my
 E-mel: fncaid@tarc.edu.my

iii.) Pejabat Hal Ehwal Pelajar (Kampus Cawangan TAR UMT)




Syarat-Syarat Permohonan

- :: Warganegara Malaysia.
- :: Tidak melebihi 45 tahun pada tarikh memohon.
- :: Tiada akaun pinjaman PTPTN yang sedang diuruskan oleh Agensi Perundingan Hutang (APH)
- :: Pendapatan (kasar) bulanan ibu bapa/penjaga tidak melebihi RM50,000 (setelah ditolak RM250 seorang tanggungan).
- :: Telah mendapat tawaran kursus penuh (Full Offer) **Diploma/ljazah Sarjana Muda** (Bachelor Degree) sepenuh masa di TAR UMT dan memohon mengikut kemasukan (pelajar mengikuti kursus separuh masa, Foundation, A-Level dan Postgraduate tidak layak memohon pinjaman PTPTN).
- :: Baki tempoh pengajian semasa memohon **tidak kurang dari satu (1) semester.**

Jumlah Tawaran PTPTN

Jumlah tawaran pinjaman berdasarkan pendapatan isi rumah bulanan ibu bapa/penjaga:-

Peringkat Pengajian	Jumlah Pinjaman Setahun Mengikut Peringkat		
	Maksimum* (RM)	75% (RM)	50% (RM)
Diploma	6,800	5,100	3,400
Ijazah Srj. Muda Sastera Sains	13,600	10,200	6,800
	14,030	10,520	7,010

*Sekiranya pelajar/penjaga pelajar disenarai sebagai penerima Sumbangan Tunai Rahmah (STR).


Cara Pembayaran PTPTN

Pengeluaran pinjaman pertama diproses setelah pelajar pulang perjanjian lengkap kepada PTPTN. Pengeluaran pinjaman semester seterusnya mengikut jadual yang akan ditetapkan dan berdasarkan syarat pelajar masih meneruskan pengajian pada peringkat, jurusan dan IPT yang diluluskan, dan lulus peperiksaan semester sebelumnya dengan keputusan **GPA 2.0000** ke atas.

Panduan Permohonan Pinjaman Pendidikan

1. Pemohon dikehendaki mempunyai **Akaun Simpanan Individu Public Bank**. Nombor akaun simpanan individu pemohon wajib diisi semasa membuat permohonan pinjaman.
2. Pemohon perlu **muat turun aplikasi myDigital ID** pada peranti diri sendiri dan daftar secara **online**. Seterusnya, **muat turun aplikasi myPTPTN** dan log masuk dengan menggunakan myDigital ID yang telah didaftarkan.
3. Sekiranya pemohon/penjaga tidak mempunyai akaun **SSPN Prime**, pemohon/penjaga dikehendaki membuka akaun berkenaan dengan simpanan minimum sebanyak RM20 di aplikasi myPTPTN.
4. Daftar permohonan pinjaman dengan **bayaran pendaftaran/PIN PTPTN** (berharga RM5.00) di aplikasi web myPTPTN menggunakan komputer desktop/riba atau beli PIN PTPTN di kaunter Bank Simpanan Nasional (BSN)/mesin ATM BSN.
5. Lengkapkan maklumat permohonan pinjaman, muat naik dokumen tawaran kemasukan, dokumen berkaitan kursus pengajian (sekiranya ada) dan **hantar permohonan pinjaman melalui aplikasi web myPTPTN menggunakan komputer desktop/riba sebelum tarikh tutup permohonan.** (Perhatian: Tarikh mula pengajian yang diisi hendaklah merupakan tarikh terdekat seperti yang dinyatakan di surat tawaran TAR UMT.)
6. **Semak status permohonan** melalui peti pesanan di aplikasi myPTPTN pada hari ke-5 selepas tarikh tutup permohonan .
7. Pemohon yang ditawarkan pinjaman pendidikan dan ingin **menerima tawaran pinjaman** PTPTN perlu **membayar duti setem (RM20) dan tandatangan digital (RMS)** di aplikasi web myPTPTN. Peminjam perlu **turunkan tandatangan secara digital selepas +/-24 jam bayaran dilakukan.** Penghantaran dokumen tawaran dan pinjaman perjanjian perlu dilakukan dalam masa 14 hari dari tarikh kelulusan.
8. Dokumen perjanjian yang telah ditandatangani oleh kedua-dua pihak (peminjam dan PTPTN) dan dimeterai duti setem boleh dimuat turun oleh peminjam di aplikasi web myPTPTN. Tempoh paparan dokumen tersebut terhad kepada 60 hari sahaja.

Untuk maklumat lanjut, sila layari laman www.ptptn.gov.my



PTPTN ONLINE APPLICATION SCHEDULES FOR ACADEMIC YEAR 2025/26

Intake	Application Batch	Application Period	Remarks
June 2025	Batch 1	1-15 June 2025	<ul style="list-style-type: none"> Application for Wang Pendahuluan Pinjaman (WPP Diploma B40 IPTS) Open to June 2025 Intake Diploma Y1S1 students from B40 family (recipients of STR) only.
		1 – 30 June 2025	<ul style="list-style-type: none"> Open to June 2025 Intake (FULL Offer) new and existing students taking Diploma & Degree programmes.
	Batch 2	1 – 31 July 2025	
November 2025	Batch 1	1 – 15 October 2025	<ul style="list-style-type: none"> Application for Wang Pendahuluan Pinjaman (WPP Diploma B40 IPTS) Open to November 2025 Intake Diploma Y1S1 students from B40 family (recipients of STR) only.
		1 – 31 October 2025	<ul style="list-style-type: none"> Open to November 2025 Intake (FULL Offer) new and existing students taking Diploma & Degree programmes. (except for Degree programmes listed below). Not open to: REE, RMH, RTE, RMT, RME, RQS, RET, RPD & RGT.
	Batch 2	1 – 30 November 2025	
January 2026	Batch 1	1 – 15 January 2026	<ul style="list-style-type: none"> Application for Wang Pendahuluan Pinjaman (WPP Diploma B40 IPTS) Open to January 2026 intake Diploma Y1S1 students from B40 family (recipients of STR) only.
		1 – 31 January 2026	<ul style="list-style-type: none"> Open to January 2026 Intake (FULL Offer) new & existing students taking Diploma & Degree programmes.
	Batch 2	1 – 28 February 2026	

Subsequent PTPTN Loan Disbursements Schedule in Academic Year 2025/26 (Only Applicable to Existing PTPTN Loan Holders)

No. of Loan Payment in an Academic Year	June 2025 Semester	November 2025 Semester	January 2026 Semester
<p>2 Payments</p> <p>- Loan awarded disbursed in 2 payments in an academic year.</p> <p>Loan awarded per year ÷ 2 payments = Amount per payment i.e. $RM5,100 \div 2 = RM2,550$ i.e. $RM10,200 \div 2 = RM5,100$</p> <p>Applicable to those: (a) Submitted PTPTN Agreement in 2019 & before, OR (b) KL Main Campus students in REE, RMH, RTE, RMT, RME, RQS, RGT, RPD & Penang Branch Campus students in RET.</p>	Credit to Personal Public Bank Account on 24 July 2025	No disbursement. (Loan to be disbursed in June & January Semester)	Credit to Personal Public Bank Account on 24 February 2026
<p>3 Payments</p> <p>- Loan awarded disbursed in 3 payments in an academic year.</p> <p>Loan awarded per year x 33% or 34% = Amount per payment i.e. $RM5,100 \times 0.34 = RM1,734 = 1^{st}$ payment amount $RM5,100 \times 0.33 = RM1,683 = 2^{nd}$ payment amount $RM5,100 \times 0.33 = RM1,683 = 3^{rd}$ payment amount</p> <p>Applicable to those: - Submitted PTPTN Agreement from 2020 onwards. - Please refer to (b) above.</p>	Credit to Personal Public Bank Account on 24 July 2025	Credit to Personal Public Bank Account on 24 November 2025 (Not applicable to REE, RMH, RTE, RMT, RME, RQS, RET, RPD & RGT)	Credit to Personal Public Bank Account on 24 February 2026

Notes :

- The subsequent loan disbursement to the existing loan holders who are on study aboard or deferment of study will be suspended for the particular semester.
- The eligibility criteria to receive the subsequent loan disbursement is subject to student status code EN/EP and previous semester GPA 2.0000 and above/satisfactory of no GPA bearing course. Other terms and conditions apply.
- The above schedule is subject to change without prior notice. Loan holders are advised to check PTPTN website for any updates.

PERMOHONAN RM1,500 WANG PENDAHULUAN PINJAMAN (WPP) PTPTN UNTUK PELAJAR DIPLOMA B40 IPTS

Wang Pendahuluan Pinjaman (WPP) adalah inisiatif baru PTPTN berjumlah RM1,500 bagi pelajar baru Diploma B40 IPTS termasuk TAR UMT. Pelajar ditawarkan WPP akan dapat tunai tawaran WPP sebelum kelulusan pinjaman pendidikan. Pemotongan sebanyak RM500.00 setiap semester daripada jumlah pinjaman PTPTN akan dilakukan secara automatik apabila pinjaman diluluskan.

Syarat Kelayakan Penerima WPP Pelajar Diploma B40 IPTS

1. Pelajar Warganegara Malaysia.
2. Penjaga pelajar/ Pelajar mestilah Penerima Bantuan Prihatin Rakyat (BPR).
3. Pelajar hendaklah telah mendaftar semester satu (1) di IPTS (TAR UMT) bagi peringkat pengajian Diploma sepenuh masa selewat-lewatnya pada tarikh pendaftaran yang ditetapkan.
4. Pelajar hendaklah memohon WPP semasa membuat permohonan pinjaman (Kelompok Pertama sahaja) dengan login aplikasi myPTPTN dilaman web PTPTN mengikut Kemasukan/Pengambilan yang tertera di surat tawaran TAR UMT.
5. Tiada hutang pinjaman PTPTN.

Tarikh Permohonan & Semak/Cetak Tawaran WPP

Kemasukan TAR UMT (Intake)	Tarikh Permohonan WPP	Pendaftaran di TAR UMT sebagai Pelajar Baru	Jangkaan Tarikh Semak/Cetak Surat Tawaran WPP	Catitan
Jun 2025	1-15 Jun 2025	Selewat-lewatnya 26 Jun 2025	9 Jul 2025	<ul style="list-style-type: none">• Tempoh sah laku tawaran WPP adalah 2 bulan dari tarikh dikeluarkan.• Tawaran WPP boleh dituai di mana-mana kaunter Bank Islam.
Nov 2025	1-15 Okt 2025	Selewat-lewatnya 28 Okt 2025	9 Nov 2025	
Jan 2026	1-15 Jan 2026	Selewat-lewatnya 27 Jan 2026	9 Feb 2026	

Student Financial Aid Unit
Department of Student Affairs
(Information updated in April 2025)

Useful website: -

PTPTN Website: <https://www.ptptn.gov.my/>

Contact Information

Tel: 03-41450123 ext 3343/3104/3565/3430

Fax: 03-41423166

E-mail: fncaid@tarc.edu.my

Student Vehicle Entry Pass

Application for Vehicle Entry Pass (Car & Motorcycle)

Only vehicles with valid TAR UMT entry pass can enter the campus compound. Only the TAR UMT Department of Security is authorised to issue the vehicle entry pass. TAR UMT does not allow any other party to sell or give vehicle entry passes to students. Students are prohibited from selling or buying the vehicle entry pass from a third party. Students who are found guilty will be subjected to a disciplinary inquiry by the University Disciplinary Authority.

The procedures to apply the vehicle entry pass are as follows: -

1. Application

- Students can apply for the Vehicle Entry Pass through the **TAR UMT intranet** accessible via the homepage (www.tarc.edu.my).
- The application is applicable to TAR UMT existing students (EN) and existing students on promotion (EP) only.
- Students are **only allowed to register one car** and motorcycle entry pass. The vehicle number can only be registered once. **Multiple registrations will result in being blacklisted.**

2. Balloting

- The car entry pass will be issued based on computer balloting. Students can check the balloting result through **TAR UMT intranet**.

3. Payment

- Vehicle Entry Pass is valid for one year.
- The price of a motorcycle entry pass is free of charge. The price of a car entry pass is RM 120 + SST for one year.
- Successful applicants shall pay the vehicle entry pass bill before the stipulated deadline stated in the bill by any one of the following methods: -
 - Cash only at Public Bank branches in Malaysia;
 - Public Bank E-Banking via Public Bank's Internet Banking Service;
 - JomPAY;
 - Department of Finance Payment Counter through Public Bank debit/credit card only.
- Payment for the vehicle entry pass is **non-refundable**.

4. Collection

- Successful applicants can collect their vehicle entry pass at the Department of Security, A016B, Bangunan Tan Sri Khaw Kai Boh from Monday to Friday, 8.30a.m. to 5.00p.m. based on the collection dates stated in the intranet.
- The Vehicle Entry Pass is **non-transferable**.

5. Terms and Conditions

- Please read the terms and conditions stated in the intranet.

Application for Vehicle Entry Pass (Drop off and Pick Up)

- Vehicle Entry Pass (Drop off and Pick up) is a pass for parents who send and fetch their children to and from campus. **Parking within the campus is not allowed.**
- Each student can apply up to maximum of 2 Vehicle Entry Pass for his/her parents.
- Student can apply the Vehicle Entry Pass (Drop off and Pick up) through **TAR UMT intranet** accessible via homepage (ww.tarc.edu.my).
- Vehicle Entry Pass validity is from 1 July to 30 June of the following year.
- The price of a vehicle entry pass (Drop off and Pick up) is RM 20 + SST.
- Successful applicants shall pay the vehicle entry pass bill before the stipulated deadline stated in the bill by any one of the following methods: -
 - Cash only at Public Bank branches in Malaysia;
 - Public Bank E-Banking via Public Bank's Internet Banking Service;
 - JomPAY;
 - Department of Finance Payment Counter through Public Bank debit/credit card only.
- Payment for vehicle entry pass is **non-refundable**.
- Applicants/Parents can collect the vehicle entry pass at the Department of Security, A016, Bangunan Tan Sri Khaw Kai Boh from Monday to Friday, 8.30a.m. to 5.00p.m. by presenting the Student ID Card/Parent NRIC.
- The Vehicle Entry Pass is **non-transferable**.
- **Terms and conditions apply.**

Application for License Plate Recognition (LPR) System

- Students can apply for the LPR access via **TAR UMT intranet**: -
 - Login to Intranet > Application tab > Vehicle Entry Pass > LPR Registration
- The Students are only allowed to **register one car** only. Multiple registrations will result in being blacklisted.
- Students are allowed to park at the Arena parking. Compounds will be issued if parked at the open space parking and the unauthorized area without a valid vehicle entry pass.
- Please note that there is a processing time of 3 working days for the LPR registration to take effect after approval.

Arena Parking Rates:



PARKING RATES		MONDAY - SUNDAY	
RM 2.00		First 3 hours or part thereof	
RM 1.00		Subsequent Hour	
RM 5.00		Maximum per day	
RM 1.00		Motorcycles	

PENALTY	
RM 50.00 (per day)	Overnight Parking

IMPORTANT GUIDELINES

- Please note that a valid **Vehicle Entry Pass** is required to park in the open space parking area. Without a Vehicle Entry Pass, students may only park at open space parking during the following times: -
 - After 6:00 PM on weekdays, and
 - All day on Saturdays.
- All students and staff must **adhere to traffic rules and regulations** within the campus.
- Violations such as speeding, blocking traffic, noise disruption or causing inconvenience to others may result in **denied entry**.
- Students are required to park only in **designated parking spaces**. Hazardous or double parking is strictly prohibited.
- Students without a vehicle entry pass are only permitted to park in indoor parking areas, which are subject to parking charges.
- If you are not applying for a vehicle entry pass but still require access, please ensure your vehicle is registered LPR through the Intranet system to enter via the Main Gate, Gate 8, or DTAR access.
- Food delivery and e-hailing services must use the designated drop-off areas only.
- Speed Limit: 20 km/h across the entire campus

Contact Information

Department of Security (Room A016B)
Ground Floor, Bangunan Tan Sri Khaw Kai Boh

Ms Azrina / Ms Nur Natahsa
Tel: 03-41450123 ext 3283
Email: security@tarc.edu.my

Student's Insurance Scheme

A Student Personal Accident Insurance Scheme covers all students of TAR UMT. The policy provides coverage for accidents, subject to the payment of the insurance premium by each student. The procedures for submitting insurance claims for non-fatal and fatal accidents are as follows: -

NON-FATAL ACCIDENT

Students who are injured while participating in games or sports, or who suffer injuries from insect or animal bites (e.g., dengue fever, dog bites, etc.), may seek medical treatment at a clinic or hospital. They should pay the bill and keep all original receipts. To submit a claim, students must complete the [Insurance Claim Form](#), [E-Payment form](#) and submit other supporting documents to DSA.

The supporting documents as follows: -

- Original Medical Bills
- Original Receipts
- Original Credit Card Payment Receipts
- Photocopy of Student's NRIC
- Photocopy of Student ID
- X-ray Report (if any)
- Bank Account Slip
- Self-Explanatory Letter
- Police Report (*if road accident injury*)
- Photo Injury

The student is required to submit the insurance claim application within 60 days from the date of the accident.

FATAL ACCIDENT

The parent (s) of the deceased student shall inform DSA. Please submit the completed [Insurance Claim Form](#), [E-Payment form](#) and attach certified true copies of the following documents: -

1. Death Certificate
2. Burial Permit
3. Deceased student's NRIC and Birth Certificate
4. Police Report
5. Post Mortem Report
6. Parents' NRIC (both sides on one page)
7. Photocopy bills of all funeral expenses (RM 5,000.00 or below)

For more details, please refer to the DSA.

Contact Information

Ms Ng Poh Yin
Tel: 03-41450123 ext 3398
Email: dsa@tarc.edu.my

Insurance Claim
Form



E-payment Form



First Aid Unit & Disability Support Office



First Aid Unit (FAU) is responsible for delivering essential first aid services and responding promptly to emergency situations on campus, thereby safeguarding the well-being of students and staff. Additionally, FAU partners with the National Blood Centre to facilitate blood donation drives and enhance awareness regarding the importance of sustaining medical blood supplies.

Disability Support & Inclusivity for Students with Special Needs

TAR UMT is committed to fostering an inclusive learning environment. The **Disability Support Office (DSO)** and the **FAU** work together to ensure that every student has the resources needed to thrive both academically and socially.

1) Physical Accessibility & Facilities

To ensure seamless navigation across the KL campus, we provide specialized infrastructure, including: -

- **Accessible Routes:** Ramps, lift facilities, and dedicated handicap lanes at flap barrier gate systems.
- **Restrooms:** Specially designed handicap-accessible toilets located throughout the grounds.
- **Parking:** Clearly designated OKU (Orang Kurang Upaya) parking spaces for students and visitors.



2) Academic Support & Accommodations

We provide customized support plans tailored to students' specific academic progress. Students may request essential examination accommodations, such as: -

- **Extended time** for examinations and assessments.
- **Separate testing rooms** to ensure a conducive environment.
- **Faculty Coordination:** For the implementation of these services, please coordinate directly with the respective **Faculty Office**.

3) Holistic Wellbeing & Support Services

Beyond physical and academic access, we offer robust support for students' personal growth and safety: -

- **Medical Assistance:** The **FAU** is available for immediate health and safety needs.
- **Mental Health & Career Guidance:** Personalized counseling services are available through the **Student Counselling Services** and the **Student Career Development Centre**.
- **Advocacy:** The DSO advocates for the rights of students with physical challenges, ensuring personalized assistance is provided across all departments.



Contact Information

First Aid Unit & DSO (Room A017)
Ground Floor, Bangunan Tan Sri Khaw Kai Boh

Tel: 03-41450123 ext 3240
Guard House at 03-41450123 ext 0250/0278 (after 5:30pm)

Personal Safety

Effective Tips to be Observed While Outside of Campus: -

- Always go out in groups of 3 or more persons.
- Walk in bright and busy areas or streets.
- Always let someone know where you are and where you may be going.
- Be aware of your surroundings at all times. Do not use your mobile phone while walking back home or to Campus, avoid displaying your valuables.
- Beware of strangers pretending to ask for directions to an address, pretending to park a motorcycle or even to borrow your mobile phone.
- Avoid carrying laptops especially in places that are unsafe and to bring them only when necessary.
- Be alert when you are approached by a stranger making accusations of theft against you, make a firm offer to settle the dispute in the presence of the Police / Security personnel.
- Have the person who is sending you home to wait until you get into the house before he/she leaves your premises.
- If you feel you are being followed or observed, walk or run to a crowded area or walk quickly to the nearest house and press on the doorbell repeatedly until someone comes out from the house.
- Walk on the side of the road facing oncoming traffic.
- Place your bag towards the inner side of the road.
* Always be alert of motorcyclists coming from behind you, avoid walking too near to passing motorists.
- The campus is guarded by security personnel for 24 hours, should you encounter any problems or if you have any information related to the report, please contact the relevant numbers.



Keep Your Belongings Safe

The University is committed to providing a safe environment for all students. However, we cannot be held responsible for the loss of your personal property. It is important that you take care of your belongings at all times.

Here are some tips on how to keep your belongings safe: -

- Do not leave valuables unattended, especially in public areas.
- Use a backpack or other secure bag to carry your belongings.
- Be aware of your surroundings and report any suspicious activity to the Department of Security (security@tarc.edu.my).

Emergency Contact Numbers

- Balai Polis Wangsa Maju- 03 4149 2222
- Balai Bomba dan Penyelamat Wangsa Maju- 03 4107 3444
- TAR UMT Security- Direct Line: 03 4145 7250 or 011 1054 0154
- Columbia Asia Hospital Setapak- 03 4145 9999
- Malaysia Red Crescent- 03 2142 8122
- Civil Defence Ambulance- 03 2687 1400

AVOID TO FALL IN SCAM

➤ Preferred tools for scam call detection: -

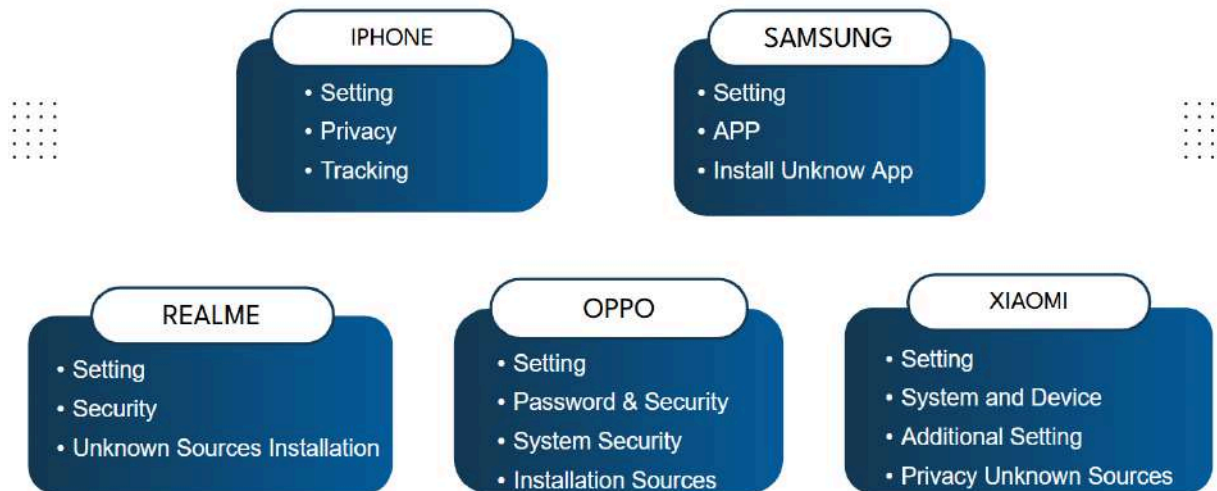
Truecaller



Whocall



➤ Turn off Phishing App: -



➤ Check Mule Account: -

- Website: <https://semakmule.rmp.gov.my/>



Definition of Mulu Account: An account that doesn't belong to the scammer but the scammer has access to, to receive and transfer stolen money while keeping their identity hidden.