

## **STUDENT DECLARATION**

Registrar

Tunku Abdul Rahman University of Management and Technology

I shall abide and comply with all the rules, regulations and lawful instructions of Tunku Abdul Rahman University of Management and Technology (TAR UMT) and endeavour at all times to uphold the good name of the University.

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

I agree to follow all the courses in my programme of study and understand that some of the course(s) may be taught in Bahasa Malaysia and that pursuant to the Malaysian Qualification Agency (MQA) requirement, I must pass these course(s) as part of the requirement to graduate.

I also confirm that TAR UMT cannot and will not be held liable for any injury which I may suffer during my period of study at the University including any study tour, practical work or other activities outside the University except such injury caused through the negligence on the part of the staff of TAR UMT. 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 UMT indemnified against any claims made against it by reason of such accidental injury having been suffered.

Should I have any illness or physical/mental disability, I agree to assume all liabilities and responsibilities that may arise for any and all potential risks, damages and injuries as a result of my physical and/or medical condition while studying within the University campus. I hereby voluntarily and on my own accord verily and unequivocally release, discharge, waive and/or relinquish any or all claims or causes of action against TAR UMT for any personal injuries and/or safely inherent due to my physical and/or medical condition.

I hereby accept my position as a student of TAR UMT 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 honorably and endeavour to safeguard and uphold the good name of the University.

I hereby understand that the University 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 UMT.

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

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

I expressly consent and authorise TAR UMT to release my personal, academic and related records to my parents, guardians and/or any academic providers to which I have applied to for any reasons whatsoever.

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 of his/her withdrawal is liable to all fees due to the University for that semester and subsequently will be withdrawn from the University due to arrears of fees.

**The date the University 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**

### 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 and Resource Fee
- Research
- Examination & Service Fee

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

### 2.2 **In the event that the relevant Student Pass/VISA application is rejected by the Immigration authorities of Malaysia (and not attributable to the student's fault)**

Refund of 100% of the following fees paid (where applicable):

- Tuition Fee
- Special Administration Fee
- Laboratory/Workshop Fee
- Facilities and Resource Fee
- Research
- Examination & Service Fee
- Orientation & Activity Fee

Registration Fee is STRICTLY non-refundable.

### 2.3 **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.

### 2.4 **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.

### 2.5 Save and except for Clause 2.1, Clause 2.2, Clause 3 and Clause 4; there shall be no refund of any other fees paid.



- 2.6 All notification of withdrawal **must be made in writing**.
- 2.7 Any amount refunded as stated in this refund policy shall be either in Malaysian Ringgit or its equivalent amount in foreign currency based on the prevailing official exchange rate.

### **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. 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 donated to TARC Education Foundation.

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

The University 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.

\* 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.