TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

REFUND POLICY - INTERNATIONAL STUDENTS

1. The University shall not refund any amount of the following fees or charges paid by the international students**:**

   1.1 Processing fee
   1.2 International Student Administrative fee and
   1.3 Any other fees or charges not stated as refundable in this refund policy.

2. All fees paid are strictly non-refundable and non-transferable after commencement date of the programme.

3. Refund of Fees for Registered International Students Who Have Paid All Fees Due for the Semester

   3.1 **<u>If Notification of Withdrawal and/or Disqualification* is Received Before the Commencement Date of the Programme</u>**
   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.

   3.2 **<u>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)</u>**
   Refund of 100% of the following fees paid (where applicable):
   • Tuition Fee
   • Special Administration Fee
   • Laboratory/Workshop Fee
   • Facilities & Resource Fee
   • Research
   • Examination & Service Fee
   • Orientation & Activity Fee

   Registration Fee is STRICTLY non-refundable.

   3.3 **<u>If Notification of Withdrawal and/or Disqualification* is Received After the Commencement Date of the Programme</u>**
   There is STRICTLY no refund of all fees paid after the commencement date of the programme.

   3.4 **<u>Students Who Paid and Registered After the Commencement Date of the Programme</u>**
   There is STRICTLY no refund of all fees paid upon withdrawal and/or disqualification* from the programme.

   3.5 Save and except for Clauses 3.1, 3.2, 5 and 6; there shall be no refund of any other fees paid.

   3.6 All notifications of withdrawal must be submitted through the applicable withdrawal process.

4. There shall be no refund of administration fees paid to TAR UMT in association with dual award programmes.

5. Caution Money (less any liability) may only be refunded on application after the international student has graduated or withdrawn/ disqualified from his/her programme level of study from the University. The application for the refund shall be made within one year from the date of graduation or withdrawal/ disqualification from the University, failing which, the said caution money shall be transferred and contributed to TARC Education Foundation.

6. 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.

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.

* 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.