

STUDENT FEES AND CHARGES POLICY

Applicability of Student Charges and Fee Policy (“Policy”)

- This Policy applies to all students who have successfully enrolled in INTI and completed the registration.
- Students are advised to review this Policy in detail and to take note of the consequences highlighted. For queries or clarification on the Policy, students are to contact Finance Office.

Payment of Fees – Obligation, Penalty and Consequences

- It is the responsibility of INTI student to ensure timely payment of fees and other related charges associated with the respective programme of study. Details of fees are set out in the Fee Schedule, forwarded with the Offer Letter.
- All fees paid (except deposit) are neither refundable nor transferable once the semester has commenced.

The following would be applicable to new and returning students

- All fees are payable in advance except for students who apply Monthly Payment Plan. Please see additional terms and conditions of Monthly Payment Plan.
- Full settlement of semester fees is required upon registration or by the start date of semester and according to the due dates for subsequent semesters.
- For returning INTI students, a late payment charge of Ringgit Malaysia Three Hundred (RM300) will be imposed commencing from Day 4 Week 2 of the semester.

Note:

If at the end of Day 4 Week 2, the fees continue to be outstanding with no justifiable explanation received for the delay, INTI reserves the right to review the status of the student and to take such necessary action as it deems fit, including but not limited to the cancellation of enrollment (auto drop), barring the student from classes and facilities, suspension, withholding of all examination results, certificates and records of the student.

Students who have not made full payment of their outstanding fees by the end of Day 3 Week 3 of the semester calendar for their respective programmes, student enrollment shall be cancelled (auto drop from the respective programmes). Between Week 4 and Week 5, students can re-enroll into their respective programmes subject to full payment of semester fees and a late payment charge of Ringgit Malaysia Three Hundred (RM300). By the end of Day 5 Week 5, students shall not be re-enrolled into their respective programmes.

Withdrawal

- A request for withdrawal (including programmes, course and subject of study) must be made on the **Student Withdrawal Form** and submitted to the relevant Faculty/School.
- Student Withdrawal Form is available from the relevant Faculty/School.
- Depending on the timing of the request for withdrawal, students may be entitled to the following:
 - a. Refund of full tuition fees including deposits if request for withdrawal is made **before** commencement of the semester; and
 - b. Refund of deposits only if the request for withdrawal is made **after** commencement of the semester.

Note:

- a. Failure to attend class is not equivalent to withdrawal;
- b. All refunds whether fees, deposits, charges or whatsoever payment shall be subject to the right to set-off by INTI against any fees or payments due and owing to INTI. Such adjustments indicated will be made as on the effective

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date, i.e. the date of receipt of the completed Student Withdrawal Form. The adjustments will be made regardless of whether the student has attended classes or sat for examinations;

- c. All claims for refund will be made within one (1) month of INTI receiving the written request for a refund from student;
- d. All payment of refunds shall be made payable to name of the parent / guardian / sponsor (if applicable), as specified in the Application Form. Where a refund payment is issued to another person, institution or sponsor nominated by the student, INTI shall be deemed to have discharged any obligation in relation to the refund of fees to the student and accepts no responsibility if the student does not receive the benefit of such refund from a person, institution or sponsor nominated to receive the refund payment; and
- e. A student who leaves INTI without a formal withdrawal is deemed to have withdrawn after a lapse of two (2) calendar years. The balance of money in his / her account will be transferred to the Registrar of Monies, if it is not claimed within two (2) years from his / her last enrollment date at INTI.

Deferment

- A request for deferment must be made on the **Deferment Form** (available from the Faculty/School) and submitted to the relevant Faculty/School.
- For requests made, tuition fee credit will be calculated on the following basis:
 - a. During the first two week of the semester, students will be entitled to a 100% credit of tuition fee;
 - b. Between the third and fourth week of the semester, students will be entitled to a 50% credit of tuition fee; and
 - c. After the fourth week of the semester, students will not be entitled to any credit of tuition fee.
- Credit of fees for purposes of this policy means an adjustment of fees and it is not equivalent to a cash refund.

Add and/or Drop of Subjects

- A request to add and/or drop a subject must be made on the **Add / Drop Form** and submitted to the Office of Admission and Records (“OAR”) or Registry Office (“RO”) or Records, Timetabling and Resource Planning Office (“RTRP”). The Add/Drop Form is available from the Faculty/School and the OAR/RO/RTRP Office.
- For requests made, tuition fee credit will be calculated on the following basis:
 - a. During the first two week of the semester, students will be entitled to a 100% credit of tuition fee;
 - b. Between the third and fourth week of the semester, students will be entitled to a 50% credit of tuition fee; and
 - c. After the fourth week of the semester, students will not be entitled to any credit of tuition fee.
- Credit of fees for purposes of this policy means an adjustment of fees and it is not equivalent to a cash refund.

Inter Campus and Programme Transfer

- A request for transfer (inter campus, within campus, between programmes) must be made by fourth week of the semester and fulfill the following formalities before submitting for approval to the OAR/RO/RTRP Office:
 - a. Completion of Transfer Form (available from Faculty/School);
 - b. Payment of a transfer fee of Ringgit Malaysia One Hundred (RM100).
- The following students will be liable to pay INTI the current/new tuition fees as applicable on the date of enrollment of the programme:
 - a. Students who transfer from one programme to another within the specific INTI institution;
 - b. Students who transfer to/from one INTI institution to another; and
 - c. Students progressing to a higher level of any program (e.g. from Diploma to Degree programme).

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Note:

- This provision will not apply to students transferring from their original campus (i.e. initial place of study) to another INTI campus for their final year on grounds that the subject(s) is not available at the original campus. These students will be charged the original tuition fee which was applicable at the first intake of that academic year.

Additional Note(s)

- This Policy is effective as on date and constitutes the general terms which are applicable to INTI students regardless of the programme of study.
- Special conditions may be attached/offered to individual programmes/INTI institution. Students are advised to consult the relevant Faculty/School for clarification/updates in procedures before proceeding on the intended course of action.
 - a. Whilst INTI will endeavour to notify students of any change in this Policy by e-mail broadcasts and announcements on the notice board, it remains the responsibility of the students to read such notifications.
 - b. If there is any inconsistency between the terms of this Policy and the application form or any other document issued by INTI to you, the terms of this Policy shall always prevail.

Note: All exceptions to the above need to be approved by the Financial Controller.

I hereby acknowledge and confirm that I have read and fully understand the above terms and conditions of this Policy, including the consequences and actions that can be taken by INTI in the event of non-compliance. I further undertake to comply with the said terms and conditions, including but not limited to the timely payment of fees.

Name of student:

IC No/Passport No:

Programme:

Date: