

# Swinburne University of Technology Sarawak Campus

## Tuition Fee Instalment Payment Form



Please complete the fields below. All fields are required.

### PRIVACY STATEMENT

The information collected on this form is for tuition fee instalment payment application. The information is processed in accordance with the Personal Data Protection Act (PDPA) 2010. It is only disclosed to third parties with your consent or to meet statutory obligations.

For more information, please refer to the University's Privacy Collection Notice at <http://www.swinburne.edu.my/privacy/>.

By signing this form, you agree to be subject to the Privacy Collection Notice of the University and have consented to the processing and disclosure of your personal data for the fulfilment of this contract.

### TERMS AND CONDITIONS

1. Eligible for Malaysian students only. International student who would like to apply must submit a written request letter addressed to the Finance Manager, subject to discretion & quota.
2. A new application is required for each semester. This application is only applicable to the intake indicated in Section A.
3. A RM100.00 (non-refundable) administration fee will be charged for each application.
4. A tuition fee deposit of 30% or 50% (depending on family income per capita) must be paid within seven (7) working days after commencement of the intake.
5. Any overdue instalment will be charged a late payment penalty of RM200.00.
6. If there is any overdue balances remaining at the end of each semester/program enrolled, the University will not issue any certificate or academic results. Enrolment to the next semester/term and graduation will be withheld until such time that the amount due has been fully settled.
7. Any withdrawal from program prior to full settlement of debt does not release the student from the balance of the commitment due to the University. The amount outstanding will continue to remain payable to Swinburne Sarawak Sdn Bhd.
8. If any payment is defaulted, the University reserves the right to pursue the matter through a court of law to recover the amount due.

### DOCUMENTS CHECKLIST

Make sure the following are attached:

Certified copies of:

- Approved scholarship/study loan (if any)
- Latest payslip, Form B or Income Tax Return (Father/Guardian and Mother)
- Offer letter (only applicable for new student)

Please fill in all the fields in this form

### SECTION A:

Application Date:   /   /    
Day Month Year

Student ID:

Student's Name: \_\_\_\_\_

Program Enrolled: \_\_\_\_\_

Intake: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

### SECTION B: HOUSEHOLD INCOME

Name of Father/Guardian: \_\_\_\_\_

Occupation: \_\_\_\_\_

Basic salary per month (inclusive of fixed allowances): RM \_\_\_\_\_

Name of Mother: \_\_\_\_\_

Occupation: \_\_\_\_\_

Basic salary per month (inclusive of fixed allowances): RM \_\_\_\_\_

Do you have any siblings still attending school or higher education institution or currently unemployed?  
 (If yes, please indicate below the name and age)  Yes  No

Name	Age
1	
2	
3	
4	
5	
6	

**SECTION C: REASONS**

Please state your reason(s) for applying to pay your tuition fee on instalment basis:

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**SECTION D: SCHOLARSHIP OR STUDY LOAN STATUS**

Are you currently applying for / under any approved scholarship or study loan?

Scholarship  Study loan  No

If yes, please specify the organisation that is offering the scholarship or study loan: \_\_\_\_\_

**Applicant's declaration**

I understand that by signing this form, I am subject to the University's Privacy Collection Notice and give the University consent to process my personal data for fulfilment of this contract. I declare that to the best of my knowledge the information above is correct and complete. I acknowledge that the provision of incorrect information or that withholding of relevant information relating to my application may result in the withdrawal by the University of a place which may be offered, and that this withdrawal may take place at at time in the duration of the tertiary program undertaken.

Signature of applicant: \_\_\_\_\_

Date:   /   /    
Day Month Year

Signature of parent/guardian: \_\_\_\_\_

(Signature of parent/guardian required if applicant is under 21 years of age)

Date:   /   /    
Day Month Year

**SEND APPLICATION TO:**

Finance

Swinburne University of Technology Sarawak Campus  
 Jalan Simpang Tiga  
 93350 Kuching  
 Sarawak Malaysia

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