

# NOTICE TO CURRENT STUDENTS UNDER OR APPLYING FOR FINANCIAL AID IN LONG SEMESTER

*\*\* Students under financial aid, which are collectively mean scholarship, study loan and instalment payment scheme.*

Students applying for financial aid who are not able to settle their debts by the payment due date must follow the procedures listed below. Documents must be submitted to the Finance Cashier Counter a few days before the payment due date for financial assessment and advice. Failure to do so will be liable to the late payment penalty.

## • Instalment Payment Scheme

*(For long semester- Teaching Period of 12 weeks and above)*

- The instalment payment plan is applicable to both local and international student, except for commencing international student.
- There are 2 types of instalment plan:
  1. 30% downpayment payment plan (based on semester fee)
  2. 10 months instalment payment plan (based on annual fee)
- Students must fill in the Tuition Fee Instalment Payment form and make downpayment of tuition fee and RM100.00 administration fee by the payment due date, following the assessment by Finance.
- Due dates for instalment payment will be indicated in the instalment slip.
- Failure to follow the instalment payment schedule is liable to late payment penalty.

## • Extension of Payment Due date

- Both local and international continuing students may apply to extend the due date of payment. The application must be made in writing to the Director, Finance and Business Analysis prior to the due date and accompanied by evidence of financial hardship. Students must make the payment, and RM100.00 administration fee by the granted due date.
- Failure to follow the granted extension of due date is liable to the late payment penalty.

## • Scholarship (TAR, JPA, YS BESTARI/TUN TAIB, MREPC, SEB etc.)

- Previous semester results must be GPA 3.0 and above.
- Continuing students whose GPA is below 3.0 must write a showcase letter to the sponsor and submit it through Financial Aid Executive at Student Information Centre.

NOTE: Students are advised to refer to the terms and conditions of the agreement with the sponsors. Students' academic performance or expired tenure may be a reason where the tuition fee may not be paid by the sponsor.

- **Study Loan – YAYASAN SARAWAK, MARA & PTPTN**

Previous semester results with GPA 2.0 and above

- Students may defer the payment of tuition fee pending to loan disbursement from the sponsor by submitting Tuition Fee Instalment Payment form.
- Fee must be settled within seven working days upon receive of loan.

Previous semester results below GPA 2.0

- Students under Yayasan Sarawak and MARA must write a showcase letter to the sponsor and submit it through Financial Aid Executive at Student Information Centre. The disbursement of the loan will be subject to the consideration of the sponsor.
- Students under PTPTN is liable to settle the fee on your own, as loan will not be disbursed to you for the semester.
- Should students cannot pay tuition fee in full, s/he must fill in the Tuition Fee Instalment Payment form and make downpayment of tuition fee and RM100.00 administration fee by the payment due date, following the assessment by Finance.

NOTE: Students are advised to refer to the terms and conditions of the agreement with the sponsors. Students' academic performance or expired tenure may be a reason where the tuition fee may not be paid by the sponsor.

**FINANCE TREASURY UNIT  
SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS**