

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

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

Students under or 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.

- o **Instalment Payment Scheme (For short semester - Teaching Period less than 12 weeks) and Extension of Payment Due Date**
  - If students wished to apply instalment payment scheme for short semester (teaching period less than 12 weeks) or extend payment due date, please write in a formal request letter to Director, Finance and Business Analysis at [fintu@swinburne.edu.my](mailto:fintu@swinburne.edu.my). An instalment administrative fee of RM100.00 is charged if the request is granted.
  - Failure to follow the granted extension of due date is liable to late payment penalty.
  
- o **Scholarship – TAR, Yayasan Peneraju Pendidikan Bumiputera, YS BESTARI/TUN TAIB, JPA and SEB**
  - Tuition Fee will be claimed from the sponsor
  - Hostel fee and living allowance (if any) may not be covered
  
- o **Other Scholarship – MREPC**
  - Tuition fee, hostel fee and living allowance will be on your own expense. The sponsor will not cover the additional units or expenses incurred on top of the amount indicated in your scholarship agreement.
  
- o **Study Loan - YAYASAN, MARA & PTPTN**
  - Tuition fee, hostel fee and living allowance will be on your own expense. The sponsor will not cover the additional units or expenses incurred on top of the amount indicated in your loan agreement.

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