

NOTICE TO STUDENTS APPLYING FOR FINANCIAL AID

*** 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.

o Instalment Payment Scheme

(Only applicable for long semester- Teaching Period of 12 weeks and above)

- 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)
- Student must fill in the Tuition Fee Instalment Payment form and make down payment 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.

o Instalment Payment Scheme

(For Short semester- Teaching Period less than 12 weeks)

- If student wished to apply instalment payment for short semester (teaching period less than 12 weeks), please write in a formal request letter to Director, Finance and Business Analysis at 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 (JPA, YS BESTARI/TUN TAIB, MREPC, SEB etc.) and Study Loan (YAYASAN SARAWAK, MARA & PTPTN)

***This is only applicable for LOCAL students.*

- Students applying for scholarship and study loan are advised to apply for instalment payment scheme while waiting for scholarship or study loan approval; where students must make down payment of 30% tuition fee and RM100.00 administration fee by the said due date.
- In addition, students must adhere to the approved instalment payment scheme and structure until scholarship or study loan is granted.
- Any intention to change the advised instalment payment scheme must be communicated to the Director, Finance and Business Analysis in writing at fintu@swinburne.edu.my

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