

## TUITION FEES PAYMENT REMINDER

In accordance with the University's Refund and Tuition Fees Policy Section 18, students with an outstanding debt are required to settle it within **seven (7) working days** after the commencement of a semester. Students who are enrolled after the commencement of the semester, the semester fees are payable within seven (7) working days after the Fee Invoice date.

Where full payment is not received by the said due date, penalties are payable and the following may occur:

1. Student will be auto-dropped from the University's student management system where enrolment will be cancelled; preferred lecture and tutorial time will also be deleted.
2. For International students, Immigration Department of Malaysia (IDM) will be informed of the enrolment cancellation, which may result in the cancellation of the student's visa.
3. Student's access to university facilities will be blocked.
4. Student will not be permitted to sit for examinations.
5. Student's official results and awards will be withheld.
6. Student will not be permitted to re-enrol at Swinburne.
7. A re-enrolment penalty of RM100.00, in addition to the late payment penalty of RM200.00, will apply.

Students are able to view the Student Statement in the Student Portal. It is the student's responsibility to check on the updated Student Statement. Students can approach Finance Cashier Counter or email at [fintu@swinburne.edu.my](mailto:fintu@swinburne.edu.my) should there be any enquiry on the fees.

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