

Swinburne University of Technology Sarawak Campus

Tuition Fee Instalment and Delay of 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. The scope of the instalment plan is applicable to Local students (both New and Continuing) and International students (only to Continuing students).
2. The 1st instalment payment must be made within seven working days from the date of the commencement - as per indicated in the Instalment Payment slip.
3. A RM100.00 (non-refundable) administration fee will be charged for each application.
4. Any overdue instalment will be charged a late payment penalty of RM200.00.
5. If there is any overdue balances remaining at the end of each semester/course 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.
6. Any withdrawal from course 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.
7. 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 (for new applicant)
- Offer letter (only applicable for new student)

INSTALMENT PLAN

Kindly choose the following instalment option:

- 30% downpayment instalment plan (four (4) times instalment per semester)
- 10 months instalment plan per year (only applicable to two (2) long semester)
- Delay of tuition fees payment until loan release (only applicable to approved loan sponsored student)*
* Term & conditions applied

Please fill in all the fields in this form

SECTION A: 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: _____

SECTION B: STUDENT DETAILS

Application Date: / / Student ID:
Day Month Year

Student's Name: _____

Course Enrolled: _____

Intake: _____

Telephone: _____ Fax: _____ Mobile: _____

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 any time in the duration of the tertiary course undertaken.

Signature of applicant: _____

Date: / /
Day Month Year

Signature of parent/guardian: _____

(Signature of parent/guardian required if applicant is under 18 years of age)

Date: / /
Day Month Year

SEND APPLICATION TO:

Finance & Business Analysis

Swinburne University of Technology Sarawak Campus

Jalan Simpang Tiga

93350 Kuching

Sarawak Malaysia

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Fax: +6082260823

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