

UPDATED ANCILLARY FEES

EFFECTIVE JULY 2025

In line with the Malaysian Government's revised Sales and Services Tax (SST) regulations effective 1 July 2025, all applicable fees charged to international students for the provision of services relating to education provided to a non-Malaysian citizen will be subject to SST, where applicable.

| No | Item | Amount(RM) |
|-------------------|--|--------------------|
| GENERAL | | |
| 1 | Re-assessment per unit | RM150.00 |
| 2 | Replacement Certificate - issued by SUTS | RM50.00 |
| 3 | Printing of Result Certificate / Transcript | RM5.00 |
| 4 | Reissuance of Letter of Completion (LOC) | RM20.00 |
| 5 | Re-printing of Letter of Offer | RM20.00 |
| 6 | Replacement of Student ID | RM40.00 |
| 7 | Late Enrolment OR Fee Payment penalty | RM200.00 |
| 8 | Re-registration Fee | RM100.00 |
| GRADUATION | | |
| 9 | Foundation, IE/ELICOS, SE & EP Certificate | RM50.00 |
| 10 | Replacement of Testamur | RM250.00 |
| 11 | Additional Academic Transcript (one original copy) | RM50.00 |
| 12 | Graduation Fee (Attending Ceremony), <u>non-refundable</u> should there be any amendment from attending to absentia: - a. 1 copy of Official Academic Transcript and Testamur b. 1 copy of 8R Stage Photo c. 1 set of Regalia (to be returned after ceremony) d. 2 Invitation Card e. 1 copy of Program Booklet | |
| | i. PhD | RM600.00 |
| | ii. Bachelor & Master (<i>including Graduate Certificate, Graduate Diploma</i>) | RM500.00 |
| | iii. Diploma | RM500.00 |
| 13 | Additional Invitation Card (minimum purchase is 2); <u>non-refundable</u> once sold | RM300.00 (2 cards) |
| 14 | Cancellation of attendance to graduation ceremony | RM100.00 |
| 15 | In absentia; <u>non-refundable</u> | RM200.00 |
| 16 | Request for Remittance cost: - | |
| | - Malaysian address | RM100.00 |
| | - outside Malaysia address | RM250.00 |
| 17 | Regalia Hire (per day): | |
| i. | - PhD Regalia Set | |
| | a. Rental | RM60.00 |
| | b. Deposit | RM900.00 |
| ii. | - Master Regalia Set | |
| | a. Rental | RM60.00 |
| | b. Deposit | RM650.00 |
| iii. | - Bachelor Regalia set | |
| | a. Rental | RM60.00 |
| | b. Deposit | RM600.00 |
| iv. | - PhD Gown | |

| No | Item | Amount(RM) |
|--|--|----------------------------|
| | a. Rental | RM30.00 |
| | b. Deposit | RM500.00 |
| v. | - Master Gown | |
| | a. Rental | RM30.00 |
| | b. Deposit | RM350.00 |
| vi. | - Bachelor Gown | |
| | a. Rental | RM30.00 |
| | b. Deposit | RM300.00 |
| vii. | - Hood or Stole | |
| | a. Rental | RM30.00 |
| | b. Deposit | RM100.00 |
| viii. | - Bonnet | |
| | a. Rental | RM30.00 |
| | b. Deposit | RM300.00 |
| ix. | - Trencher | |
| | a. Rental | RM30.00 |
| | b. Deposit | RM200.00 |
| x. | - Swinburne Testamur cylinder | |
| | a. Rental | RM10.00 |
| | b. Deposit | RM50.00 |
| 18 | Regalia Purchase: | |
| | 1. Bachelor gown | RM400.00 |
| | 2. Master gown | RM500.00 |
| | 3. PhD gown | RM600.00 |
| | 4. Hood | RM150.00 |
| | 5. Stole | RM150.00 |
| | 6. Trencher | RM250.00 |
| | 7. Bonnet | RM350.00 |
| | 8. Testamur cylinder | RM65.00 |
| ADMINISTRATION, AMENITIES AND SERVICES | | |
| 19 | Administration fee - Instalment payment plan | RM100.00 |
| 20 | Administration fee on re-issued refund | RM100.00 |
| 21 | Dishonored payment 'Refer to payee' | RM100.00 |
| 22 | Reprinting of Official Receipt | RM20.00 |
| 23 | Fax Service (per piece) | RM5.00 |
| 24 | Penalty for Lost of Locker OR Futsal/Tennis Court Key | RM15.00 |
| 25 | Penalty for leaving the multipurpose field floodlight switch on after use | RM50.00 |
| 26 | Request for Remittance cost (for Non-Graduation / General documents): - | |
| | - Malaysian address | RM30.00 |
| | - outside Malaysia address | RM250.00 |
| VISA SERVICES | | |
| Notes: Applicable for International students only | | |
| 27 | Overstayed Penalty and Expired Visa / Pass (per overstay) | RM500.00 |
| 28 | [^] Student Pass/Visa Application Fee (New/Variation/Progression) | RM3300.00 |
| 29 | [^] Student Pass/Visa Application Fee (ISAP/IEX) | RM2000.00 |
| 30 | [^] Student Pass/Visa Renewal Fee | RM1200.00 |
| 31 | Special Pass Fee | RM100.00 (per application) |
| 32 | Visa transfer fee – transfer from old passport to new passport | As per visa fee by country |