

UPDATED ANCILLARY FEES

EFFECTIVE 21 JANUARY 2022

No	Item	Amount(RM)
GENERAL		
1	Re-assessment per unit	RM150.00
2	Replacement Certificate - issued by SUTS	RM50.00
3	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-enrolment penalty after Auto-drop	RM100.00
GRADUATION		
9	Foundation, IE, 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):-	
	i. PhD	RM450.00
	ii. Bachelor & Master	RM400.00
	iii. Diploma	RM350.00
13	Additional Graduation ticket	RM85.00
14	Cancellation of attendance to graduation ceremony	RM100.00
15	In absentia	RM100.00
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	
	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

No	Item	Amount(RM)
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	RM10.00
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	Overstayed Penalty and Expired Visa / Pass (<i>per overstay</i>) <i>Notes: Applicable for International and Non-Sarawakian students only</i>	RM300.00
27	Request for Remittance cost (for Non-Graduation / General documents): -	
	- Malaysian address	RM30.00
	- outside Malaysia address	RM250.00