

1.0 FEES

1.1 Enrolment Fee

Each successful applicant is required to pay a non-refundable enrolment fee as determined by the College from time to time, before the commencement date of the programme of studies in order to guarantee him/her a place in the College. The enrolment fee will be waived for all students enrolling in further studies within a year of completion of the previous programme.

1.2 Tuition Fees

Tuition fees as determined by the University from time to time shall be payable before the commencement of the semester. The Management reserves the right to exclude a student from attending classes and using campus facilities until the fees due are paid up. Any assessment or examination result(s), and academic transcripts shall be withheld if payment remains outstanding, and students concerned will not be able to enroll in subsequent semester or to graduate. Tuition fees are not refundable, except as provided in Rule 2.6. Tuition fees are also not transferable, except as provided in Rule 2.7.

1.3 General Fees

The general fee as determined by the College from time to time is payable before the commencement of every semester.

1.4 Other Fees

Student may be required to pay additional fees as determined by the College.

1.5 Study Loans

A student who has applied for a study loan from a bank or the government (e.g. PTPTN/EPF withdrawal) must pay all outstanding fees before the commencement of the intake. The College will reimburse upon receiving the funds.

The College can only assist in the application for study loans and is not responsible for securing the loans.

1.6 Dropping of Subject(s)

The timeline for dropping subject(s) is 2 weeks from the commencement of the semester. Requests for refunds/transfer of dropped subject fees after this period will not be allowed.

2.0 DEPOSITS

2.1 Deposit

A refundable deposit as determined by the College from time to time shall be paid upon registration.

2.2 Refund of Deposits

Deposits are only refundable upon submission of the Completion/ Withdrawal Form (Programme) for refund of deposits. Deposits are refundable less any deduction for loss/damage of College property.

2.3 Forfeiture of Deposits

An application for refund must be submitted within 12 months of the completion of the programme. Failure to submit such an application will result in the deposits being forfeited.

2.4 Enrolment Status and Payment of Fees

2.4.1 Enrolment Status

A student is considered an enrolled student of the College upon payment of registration fee.

Termination of enrolment process will be activated if relevant fees for the semester are not paid and student did not report for classes by the second week of the semester.

2.4.2 Payment of Second or Subsequent Semester Fees

All tuition fees and other applicable fees due for the second or subsequent semesters must be paid before the commencement of the semester.

2.5 Withdrawal from Programme of Study

2.5.1 Any withdrawal by a student from a programme of study must be made officially to the Registry by using the prescribed form.

2.5.2 The student must surrender his/her Student Card, Library Card, library books and any property belonging to the College. The student is responsible for the replacement cost of any College property lost or damaged by him/her.

2.5.3 A fine will be imposed if the Student Card/Library Card is not returned for cancellation.

2.5.4 All outstanding fees or official charges must be settled in full before the application for withdrawal can be approved.

SUNWAY COLLEGE

FEES AND DEPOSITS POLICY



2.6 Refund of Tuition Fees

- 2.6.1 A student who withdraws from a programme of study is eligible for a refund of tuition fees paid for the term or semester as follows:

Date of Withdrawal	Amount
By the 5th working day after the commencement of semester	75%
6th through the 8th working day after the commencement of semester	50%

- 2.6.2 A student who withdraws from a programme of study beyond the eighth working day after the commencement of the semester shall not be eligible for any refund.

2.7 Transfer and Deferment

- 2.7.1 Notwithstanding rule 2.5, a student who withdraws from a programme of study and subsequently enrolls into another programme in the College within 12 months shall be eligible to have his/her enrolment fee waived. However, such students may be required to pay a transfer fee.
- 2.7.2 Tuition fees transferred from one programme to another are not refundable and may be transferred only once. No tuition fee is transferable after the second week of the semester with exception to rule 2.7.3.
- 2.7.3 Deferment: Students who wish to defer their studies due to National Service, financial complication, medical or other reasons must obtain approval from an approved personnel at the respective Faculty/Centre/Department. If an application for deferment is received and approved before the semester commences, the

student will not be required to pay any fees for the semester. If a student applies for deferment after the semester starts, tuition fees to be transferred to the next semester will be on prorated basis.

- 2.7.4 Deferment can be granted up to a maximum of 1 academic year only, after which student is required to withdraw from the programme.