



# UTS

## **SCHOOL OF POSTGRADUATE STUDIES**

### **Fees Payment & Refund Policy**





## 1.0 Payment of Fees

### 1.1 Registration of New Semester

- (a) All candidates are required to pay the following fees every semester:
- registration fee;
  - basic tuition fee;
  - Any other service fees as stipulated from time to time by the University.
- (b) For new students, all fees shall be paid upon registration. The amount of fees is subjected to change from time to time by the University without prior notice and shall be applicable to all new students only.
- (c) For subsequent semesters, full settlement of fees must be made within four (4) weeks after the commencement of a new semester. The amount of fees is subjected to change from time to time by the University without prior notice and shall be applicable to all students.
- (d) Candidate who still has outstanding fees on the first day of week five (5) shall be withdrawn from the programme at UTS without further notice, except under special circumstances with approval from Dean School of Postgraduate Studies.

### 1.2 Deferment / Withdrawal of Candidature

For candidates who apply to defer their admission (for new students), defer their study (existing students) or withdraw their candidature, the fees payment will be subjected to the conditions as stated in Table 1.1 to Table 1.3.

**Table 1.1: Deferment of Admission (for New Students only)**

Date of Approval to Defer Admission	Fees Payment
Before end of week three (3) of the semester	Registration fee, basic tuition fee*, insurance premium and other services fee will be charged <b>if the student ID number is generated and vice versa.</b>  * Basic tuition fee for the <b>three-week period</b> will be charged.

**Please take note that once the student ID number is generated, the new student shall be considered as ACTIVE student of University.**

**Table 1.2: Defer of Study (Existing Active Students)**

Date of Approval to Defer Study	Fees Payment
Before commencement of new semester	No fees will be charged.
Before end of week four (4) of the semester or lecture class	<p>The entire amount of registration fee, insurance premium, educational resources fee and other services fee will be charged.</p> <p>Basic tuition fee for the <b>four-week period</b> will be charged.</p>
Week five (5) onwards / After fourth week (4 <sup>th</sup> ) of lecture class	Total course fee will be charged.

**\*\* Please take note on the following:**

- For students who apply to defer study before end of week four (4) of the semester or before end of fourth (4<sup>th</sup>) week of classes may request to the University to carry forward the balance of fees paid by him/her.
- The balance of fees shall be utilised for the payment of tuition fee within one academic year, failing which the fee shall be forfeited.

**Table 1.3: Withdrawal of Candidature**

Date of Approval to Withdraw Candidature	Fees Payment
Before commencement of new semester	No fees will be charged.
Before end of week four (4) of the semester or lecture class	<p>The entire amount of registration fee, insurance premium, educational resources fee and other services fee will be charged.</p> <p>Basic tuition fee for the <b>four-week period</b> will be charged.</p>
Week five (5) onwards	Total course fee will be charged.

## 1.3 Drop of Courses with Credit Fee

For candidate who pursuing the postgraduate **programme by coursework**, the payment of credit fee for each course will be subjected to the conditions as stated in Table 1.4.

**Table 1.4: Drop of Courses with Credit Fee**

Date of Approval to Drop the Course	Fees Payment
Before commencement of new semester	No credit fees will be charged.
Before end of fourth week (4 <sup>th</sup> ) of lecture class	The entire amount of registration fee, insurance premium, educational resources fee and other services fee will be charged.  The credit fee for each course will be charged for the <b>four-week period</b> of lecture class.
After fourth week (4 <sup>th</sup> ) of class	The total course fee will be charged.

### **Please take note:**

For **all** students, all credit fees paid **neither be refunded nor carried forward** from week five (5) onwards of the semester or after fourth (4<sup>th</sup>) week of classes.

## 1.4 Extension of Project Paper (Programme by Coursework)

- A candidate may, if necessary, apply to the School of Postgraduate Studies for extension of submission of Project Report. Upon approval, candidate is required to pay **RM500 per credit** as penalty for late submission.
- For any request to extend the submission of project paper into the next new semester, candidate is required to make **full payments of total course fee** of the semester.

## 1.5 Extension of Candidature

If candidates exceed the minimum duration, they are required to make **full payments of total course fee** for the subsequent semesters, i.e., basic tuition fee, registration fee, research facilities fees and any other recurring fees as stipulated from time to time by the University.

## 1.6 After Submission of Thesis

- (a) Candidates who have **submitted** their thesis for Viva Voce **within thirty (30) days** after the commencement of the new semester or who are **waiting for Viva Voce** will not be charged for registration fee and any other fees except insurance premium.
- (b) If the thesis is submitted for Viva Voce **after thirty (30) days** of the commencement of the new semester, the candidate will be charged for the total course fee for the semester in addition to thesis examination & viva fees.

## 1.7 After Viva Voce Examination

For candidates who have to make amendments to their thesis after the Viva Voce, the fees payment will be subjected to the following conditions:

- (a) If the final revised thesis is submitted before the commencement of the new semester, no fees will be charged.
- (b) If the final revised thesis is submitted within the stipulated due date (Table 1.5), no fees will be charged except insurance premium.
- (c) After the stipulated due date, the total course fee will be charged for the semester.

**Table 1.5**

Status of Viva Voce Examination	Duration to Amend Thesis
Passed, with minor correction	Within three (3) months from the date of first Viva Voce examination
Conditional pass with major correction	Within six (6) months from the date of first Viva Voce examination

- (d) For candidate who is required to **RE-SUBMIT** the thesis for **RE-EXAMINATION**, the total course fee will be charged for the subsequent new semester after the date of first Viva Voce examination. Candidate will have to pay another thesis examination & viva fee for re-examination of thesis.

## 2.0 Refund of Fees

Fees paid are not refundable except in the circumstances set out in Section 1.2 to 1.7 and a request in writing for such refund is received by School of Postgraduate Studies.

The registration fee, insurance premium and other services fees are **not refundable** under any circumstances.