

TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

REFUND POLICY – MALAYSIAN STUDENTS FOUNDATION AND DIPLOMA PROGRAMMES STUDENTS ON CONDITIONAL OFFER

1. All fees paid are strictly non-refundable and non-transferable ON/AFTER the commencement date of the programme.
2. Refund of Fees Paid due to withdrawal and/or disqualification* for students on conditional offer (subject to fees stated in Payment Details Advice being fully paid)
 - 2.1 If Notification of Withdrawal and/or Disqualification* is Received BEFORE the Commencement Date of the Programme
Registration Fee, Orientation & Activity Fee and Insurance Premium are STRICTLY non-refundable.
 - 2.2 If Notification of Withdrawal and/or Disqualification* is Received ON/AFTER the Commencement Date of the Programme
STRICTLY no refund of ANY and ALL fees paid.
 - 2.3 Students Who Paid and Registered AFTER the Commencement Date of the Programme
STRICTLY no refund of ANY and ALL fees paid under any circumstances.
3. For students on conditional offer whose actual results do not meet the entry requirements of the programme of study and thus are withdrawn by the University/do not accept the alternative offer to another programme (if applicable)

A proportionate amount of the first semester tuition fee and other student fees paid (if applicable) based on the total number of weeks in relation to the unexpired duration of the semester would be refunded subject to the applicable terms and conditions of the University. Registration Fee, Orientation & Activity Fee and Insurance Premium paid are STRICTLY non-refundable.

For the purpose of refund, the total number of weeks in relation to the unexpired duration of the semester is calculated from the following week after the actual examination results are released until the end of semester examination. For the avoidance of doubt, the week in which the actual examination results are released is not taken into account for the purpose of calculating the total number of weeks in relation to the unexpired duration of the semester.

4. Save and except for Clauses 3 and 8; tuition fee and other fees paid are non-refundable and non-transferable under any other circumstances.
5. All notification of withdrawal must be made in writing.
6. There shall be no refund of fees paid to students on any instalment plan, save for Clause 8. Refund of fees for students who have paid the full semester fees shall be subject to the terms and conditions laid down in "Refund of Fees for Registered Student".
7. There shall be no refund of administration fees paid to TAR UMT in association with dual award programmes.
8. Caution money (less any liability) may only be refunded on application after a student has graduated or withdrawn/disqualified from his/her programme of study at the University. The application for the refund shall be made within one year from the date of graduation or withdrawal/disqualification from the University, failing which, the said caution money shall be transferred and contributed to TARC Education Foundation.

*** Disqualification shall include but not limited to situations where a student is unable to or prevented from joining/proceeding with the programme by way of operation of law, regulations and/or policies.**