



MONASH University
Sunway campus

www.monash.edu.my

Finance Department



Finance Counter



Building 2, Level 1

How the Finance Department can be of service to you...

- Student inquiry on fees/ payment
- Issuance of Fee Advice/ Invoice/ Statement
- Collection of tuition fees and general fees
- Issuance of official receipts for fee payments
- Refund of excess fees upon withdrawal/ completion from course
- Issuance of EPF withdrawal letter
- Installment payment plan
- Financial assistance (PTPTN Loan)
- Siblings Discount
- Insurance claim submission



How the Finance Department can be of service to you...

- **Fee**

- Fee Notification

- The **offer letter** is the Fee Advise for the first semester's fees

- Fee Calculation

- The tuition fee in the offer letter is based on **full load of units in a standard course.**



How the Finance Department can be of service to you...

- **Payment**
- Fees can be paid by **cash, cheque, bank draft, telegraphic transfer, direct bank in or credit card.**
- Cheque/ bank draft must be made payable to “**Monash University Sunway Campus Malaysia Sdn Bhd**”.
- For credit card payment the minimum amount per transaction is RM450. The transaction must be done at Finance counter.



Payment (continue...)

- Tuition fee and general fees are required to be **paid in full by 29th July 2011.**
- Payment **after 29th July 2011** is subjected to late payment penalty of **RM 100 per month.**
- Non-payment of fees after due date will lead to encumbrance on student's enrolment, unable to access library, computer services, graduation and transcripts.
- Removing an encumbrance is by payment of outstanding fees. This can take up to 3 working days or more.
- A refund of the **overpayment will not be payable** unless the student **discontinues the course**



Changes to Unit Enrolment

Maintain the same credit point.

- No variation to the fees paid.

Reduced total credit point / no. of subject

<ul style="list-style-type: none">• Within the first 4 teaching weeks (25 July 2011 – 22 Aug 2011)	Fully carry forward of fees paid to next semester.
<ul style="list-style-type: none">• After the first 4 teaching weeks (after 22 Aug 2011)	No refund of tuition fees paid.



Fees and Intermission

Period of Intermission

<ul style="list-style-type: none">• Within the first 4 teaching weeks (25 July 2011 – 22 Aug 2011)	Fully carry forward of fees paid to next semester.
<ul style="list-style-type: none">• After the first 4 teaching weeks (after 22 Aug 2011)	Unexpended tuition fees paid will be credited pro-rata to next semester
<ul style="list-style-type: none">• Note: Should re-enrolment does not take place in the following semester, it will be treated as withdrawal within or after the first 4 teaching weeks. Hence, terms and conditions on fees for withdrawal from course will be applied	

Withdrawal / Discontinuation from Course

Period of withdrawal/ discontinuation from course	% of tuition fees refund
4 weeks notice prior commencement of teaching (before 03 July 2011)	90% of tuition fees paid
Less than 4 weeks notice prior commencement of teaching (04 July 2011 – 24 July 2011)	80% of tuition fees paid
Within the first 4 teaching weeks (25 July 2011- 22 Aug 2011)	50% of tuition fees <i>(provided all fees have been paid otherwise 50% of tuition fee is due to the University)</i>
After the first 4 teaching weeks (after 22 Aug 2011)	No refund <i>(provided all fees have been paid otherwise 100% of tuition fee is due to the University)</i>



For further information on fees:

Please refer to:

- **Acceptance Form**
- **Fees structure brochure at <http://www.monash.edu.my/advancement/studentrecruitment/degree/index.html>**



Siblings Discount

Eligibility

- Where 2 or more siblings are enrolled in full-fee paying courses in the same semester, a discount may be sought for the tuition fees.
- A Sibling Discount is applicable in all courses offered by Monash University Sunway Campus except for single unit enrolment, Bachelor of Medicine and Bachelor of Surgery, Bachelor of Pharmacy and all post-graduate degree courses.

Discount

- 10% on the higher semester tuition fee.
- The discount is applied to the sibling paying the higher tuition fee.
- The Sibling Discount is mutually exclusive i.e. students in receipt of the Sibling Discount are not eligible for any other course fee discount.
- For further information, please refer to <http://www.monash.edu.my/finance/siblingdiscount.html>

Frequently Ask Questions (FAQ)

- 1) Q : Can we make payment through postal cheque and to whom should it be attention to?**

A : Yes. Please make the payment payable to Monash University Sunway Campus Malaysia Sdn Bhd and send to the following address:
Monash University Sunway Campus
Jalan Lagoon Selatan, 46150 Bandar Sunway
Petaling Jaya, Selangor.
(Attn: Finance Department)
- 2) Q : How can I get my original receipt if I have make full payment through my agent?**

A : You may collect your fees receipt from Finance Counter at Building 2, Level 1.



FAQ (continue...)

- 3) Q : If I send my general fee by mail, where I can get the receipt?**
A : You may collect your fees receipt from Finance Counter at Building 2, Level 1.
- 4) Q : EPF application is being applied. However, EPF process payment after payment deadline, will there be any late penalty?**
A : No penalty will be levied. However, you must satisfied Finance with the evidence that EPF application is under processing.



FAQ (continue...)

5) **Q : When we apply for installment payments, how soon the application will be approved and what's the scheme of payment like?**

A : It will takes about 2 weeks to be approved. The installment form with the scheme schedule is available at Finance Counter or downloaded at

<http://www.monash.edu.my/finance/images/stories/Finance/Files/Installment-plan-conditionsIPC1.pdf>

6) **Q : Do we entitled to a discount on tuition fees if we pay the full fees for the year?**

A : There is no discount. We encourage student to pay the fees by semester basis.



FAQ (continue...)

7) Q : I did not received my offer letter and I would like to make payment for my fees. Do I need an official receipt when I take my photo for my ID card?

A : Please refer to Prospective Student Office (PSO) at Building 2 Level 1 for offer letter and you are required to bring along the official receipt for the photo session. For returning students, fees invoice will be sent out by Finance dept. one month before the commencement date.



For more detail information related to finance services, kindly visit to our website at <http://www.monash.edu.my/finance/>

OR

Contact us via email at finance.unit@adm.monash.edu.my

Thank You