

Fees - supplement

Single subject enrolment and repeating subject fees

Monash University Sunway campus students

For students enrolled in Monash University's full degree courses, pro-rata tuition fee would be applied for each subject enrolled.

Where the student is repeating subjects due to failure, a flat fee for tuition would be applied for each subject enrolled. This flat fee is the average of the tuition fee of the whole degree course, divided by the number of subjects in that course.

Other students

Students from other tertiary institutions who wish to undertake single subject(s) pay a flat fee for each subject. This flat fee is the average of the tuition fee of the whole degree course, divided by the number of subjects in that course.

Refund policy

Tuition fee

Normally, no refunds will be made after the fourth week of teaching. The grounds for refunds are set out below:

Full refunds

- Withdrawal of an offer of a place by the university or the university's inability to provide the course. This would include the situation where a student could not meet a condition required by the university in its letter of offer. (If the offer is withdrawn on the basis of the application/student supplying incorrect or incomplete information, the university reserves the right to retain 10 percent of the first semester's tuition fee).
- Exclusion by the university for failure to meet degree progression rules where fees were paid in advance of notification of exclusion.
- Refusal by the Malaysian Government authorities to grant a student visa.
- Illness or disability preventing the student from taking up the course.
- Death of a close family member (parent, sibling, spouse or child).
- Other special or extenuating personal circumstances preventing a student from taking up a course may be accepted for a full or partial refund at the discretion of the Finance Manager of Monash University Sunway campus, prior to the commencement of the course.
- Documentary evidence must be provided in support of an application for a refund under any of the above provisions.

Partial refunds

- Where a student, having paid his or her tuition fee for one semester in advance, gives notice in writing to Monash University Sunway campus, at least four weeks prior to the commencement of teaching in that semester (or four weeks prior to the specified date for the commencement of a research program), of an inability to undertake the course, tuition fee paid in respect of the semester is refundable less an administrative fee of 10 percent. For Summer semester, the notice must be given by student at least one week prior to the commencement of teaching in Summer semester.
- Where a student gives less than four weeks notice prior to the commencement of teaching in that semester or less than one week's notice in a Summer semester of an inability to undertake the course, tuition fee paid for the semester is refundable less 20 percent (including an administrative fee of 10 percent).
- A student who withdraws from a course within the first four teaching weeks (or four weeks of a research program) or first week of Summer semester, shall be eligible for a refund of 50 percent (including an administrative charge of 10 percent), provided all fees have been paid; otherwise, 50 percent of tuition fee is due to the university.
- The policy of partial refunds applies equally to commencing students and continuing students.

Applications for a full or partial refund must be made in writing to the Finance Manager setting out the reasons for the request and accompanied by supporting documentation as appropriate. Where fees are paid by a party on behalf of the student, the university reserves the right to notify that party. If you discontinue a single semester unit in the first four weeks of the semester, there is no financial penalty. If you discontinue a single semester unit from the commencement of the fifth week, you will be charged general fees for the unit and full unit fees.

General fees

- All general fees are non-refundable unless otherwise stated.

The above general fee arrangements are based upon courses offered on a full-time basis.

Fee statement and non-payment of fees

Prior to the commencement of each semester, the university posts the 'Fee statement/invoice' or a letter of offer in the case of a new enrolment to the students. If a student does not pay the tuition/general fees by the due date shown, the student shall be charged a late payment fee of RM 100 and a penalty of RM 100 for every month of non-payment thereafter. The university will issue a reminder notice with regard to the outstanding payment. If the student continues to have outstanding tuition/general fees, the student's enrolment at Monash University will be encumbered. This will result in the computer and library access being withdrawn and the examination results being withheld, and the student will not be permitted to enrol in the following semester until all outstanding fees have been paid. Further delay in paying the outstanding tuition/general fees will result in the student's enrolment at Monash University being invalidated.

International students who are invalidated will be reported to the Department of Immigration for the breach of student pass conditions.

Extension of time to pay fees

If a student is a re-enrolling student suffering financial hardship, the student may apply for a short-term extension of time to pay the fees. Complete an 'Application for instalment plan', which is obtainable from the finance office. A student should apply only if suffering from serious financial problem, the application must be submitted no later than the first day of the teaching period of the semester. If the student fails to pay by the stipulated due date, the student will be charged a late payment fee of RM 100 and a penalty of RM 100 for every month of non-payment thereafter. The student will also risk the invalidation of his/her enrolment. Applications for instalment plan may not be lodged for added units.

Further details on fees are available at www.monash.edu.au/pubs/handbooks/srg

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