

ACCEPTANCE FORM

<p>To complete this form:</p> <ol style="list-style-type: none"> 1. Answer all sections accurately; and 2. Read and understand the terms and conditions of enrolment; Please submit the above signed forms together with proof of payment via mail/ in person to Finance Unit or via online Finance helpdesk at https://finhelpdesk.monash.edu.my/. Please retain a copy for your records. 	<p>Finance Unit Monash University Malaysia Sdn Bhd Building 2, Level 1 Jalan Lagoon Selatan, 47500 Bandar Sunway Selangor Darul Ehsan, MALAYSIA</p> <p>Telephone: +603 5514 6000 (ext 61405 / 46141) Fax: +603 5514 6050</p> <p>*Payment by cash is acceptable ONLY at Finance Services/ Cashier.</p>
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Your personal details

Your Monash ID number (as stated in your offer letter): _____ Gender: Male Female

Family name / Surname: _____

Given names: _____

NRIC / Passport No.: _____ Nationality: _____ Date of Birth: _____ / _____ / _____
 (DD / MM / YYYY)

Postal Address: _____

Telephone No.: _____ Email: _____

Emergency Contact No.: _____ Relationship: _____

Your course details

Course title: _____ Course Code: _____

Commencing year: _____ Commencing Semester: One Two Oct
 Monash English Bridging (MEB): March Aug

Your payment details

I enclose herewith (Bank Draft / Cheque / TT / Remittance advice / Bank in slip) drawn in favour of '**Monash University Malaysia Sdn Bhd**' for the sum of RM _____ being payment of fee required to secure my place in the above named course.

Bank: _____ Draft/Cheque No. _____

Are you receiving a scholarship / sponsorship from either a private or government organisation? Yes No

Name of Organisation/Sponsor paying my fees: _____

Your student pass details (applicable for International students only)

Have you ever obtained a student pass or any other passes in Malaysia before? Yes No

Privacy Statement:

The protection of personal data is important to Monash University Malaysia. Any personal data collected on this form will be treated in accordance with the Personal Data Protection Notice of Monash University Malaysia accessible via <http://www.monash.edu.my>.

Acceptance Declaration

I have read and understood and hereby accept the Offer (including any credit) made to me by Monash University Malaysia and that my enrolment shall be governed by the terms and conditions as set out in the Letter of Offer sent to me including but not limited to the general terms and conditions as set out in all other documents relating to my enrolment. I also understand and accept that Monash University Malaysia reserves the right to revise these terms and conditions and will be notified of the changes accordingly.

Student's signature: _____ Date: _____ / _____ / _____
 (DD / MM / YYYY)

Underage Declaration*

If you are under 18 years of age **on the date of submitting this Acceptance Form**, parent or guardian **must** sign this declaration.

Parent/ guardian signature: _____ Date: _____ / _____ / _____
 (DD / MM / YYYY)

(* Monash University Malaysia reserves the right to withhold admission if this form is incomplete)

Enrolment Terms and Conditions

These terms and conditions form the agreement between Monash University Malaysia and the Student. It is the Students' responsibility to read, understand and agree to all terms and conditions stated here.

Definitions

Monash University Malaysia refers to Monash University Malaysia Sdn. Bhd. ("the University"). The University is authorised to make offers for enrolment in award courses at the University and to receive fees for tuition and other services.

General Fees refers to Amenities and Registration fee which are payable upon acceptance of the Offer or Conditional Offer, as the case may be and are non-refundable.

Unit/Subject Overload. When a student undertakes an additional unit(s)/subject(s) in a semester, he/she is considered to be "overloading". **NOTE:** Written approval must be obtained from the school before a student may overload. Students should note that overloading increases the fees payable for a semester.

Failed Units. Students who fail a unit are required to repeat the unit at full cost.

Summer Semester. Summer semester is held from November until February. Students are able to complete units, which will be credited to their degree, and each unit will incur the normal cost.

Tuition Fee. The University reserves the right to adjust the annual tuition fee in later years. Any adjustments to the annual tuition fee shall be applied on the first day of January, each calendar year. Published tuition fee are based on a standard full-time load (four 6-point units per semester; eight 6-point units per year). Where a non-standard load is taken, a pro-rated fee will be applied resulting in a fee lower or higher than the published fee. Tuition fee is the fee payable for the course commencing for that particular year of study only which is subject to adjustment in later years. Tuition fee for the first semester and subsequent semesters are required to be paid by the last day of the first teaching week of the semester.

General Conditions

Students must be enrolled on a full-time basis at the University so that their studies can be completed in the minimum time allowed for their program. This however may vary in the following circumstances:

- Admission with credit for previous studies results in non-standard course structure; or
- A formal decision by the school/faculty to limit a student as a result of unsatisfactory progress is made at the time of re-enrolment; or
- Other reasons as approved by the University from time to time (e.g. illness).

Intermission

If the school permits a student to intermit, any unexpended tuition fee will be credited on a pro-rated basis towards the following year/semester. In the event if the student fails to return, no refund will be granted if the period of study in the previous year/semester has exceed four weeks of teaching. If re-enrolment does not take place, the paid tuition fee shall be forfeited.

Refund of Fee

No refunds will be made for withdrawal of course after the fourth week of teaching.

The refund will be made to the person nominated by the student, with exception to another educational institution in the case of a student transferring or a refund to a third party who had paid fees on behalf of the student.

The grounds for refund are set out as follows:

Full Refund

- Withdrawal of an offer of a place by the University or the University's inability to provide the course. (If the offer is withdrawn based on the applicant/student supplying incorrect or incomplete information, the University reserves the right to retain 10% of the first semester's tuition fee).
- Exclusion by the University for failure to meet degree progression rules where fees paid in advance of notification of exclusion.
- Refusal by Malaysian Government authorities to grant a student pass (for international students only)
- 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 University.

A full refund is subject to the provision of acceptable documentary evidence in support of the application for a refund provided to the University.

Partial Refund

- Where a student, having had paid his/her tuition fee for one semester in advance, then gives notice in writing to the University, at least four weeks prior to the commencement of teaching of that semester (or four weeks prior to the specified date for the commencement of a research program), due to not able to undertake the course, the advance tuition fee paid in respect of the semester is refundable upon deduction of 10% administrative fee. 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 upon deduction of 20% (including an administrative fee of 10%).
- 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% (including an administrative charge of 10%), provided always all fees have been paid; failing which, 50% of the tuition fee is due and payable by the Student to the University.

(Note: The policy of partial refund 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 of the refund.

Transfer of Fee

Where a student, having had paid his/her full tuition fee for the semester, gives notice within the first four teaching weeks, of his/her decision to drop a unit or more, will be able to transfer the tuition fee for the unit(s) dropped to the next semester. If the said notice is given after the fourth teaching week of the semester, there will be no transfer/refund of any course fee paid.

The above transfer of paid tuition fee shall also be applicable to those students who has been granted intermission within the first four teaching week by the University/School.

If re-enrolment does not take place in the following semester, the paid tuition fee will be forfeited.

IMPORTANT

Please note that the **last day** to pay all relevant fees is stated in your Letter of Offer, **and failing to pay within the stipulated will incur** late payment penalty of RM100.00 and a penalty of RM100.00 for every subsequent month shall be applicable until full payment is made.

I have read and understood the “**Enrolment Terms and Conditions**” and agree to abide and act in accordance with them.

Signature by Student named below:

Name: _____

NRIC/Passport No.: _____

Date: _____