

- Complete all details on this form, including your payment option.
- Payment by cash is acceptable **ONLY** in person at Financial Services Cashier.
- Ensure you read the declaration carefully before signing it.
- Return it with the required payment to officially accept your offer before the offer lapse date as indicated on your *Offer Statement*.

**Mail your completed and signed form to:**  
Admissions Office  
Marketing and Future Students  
Monash University Malaysia  
Jalan Lagoon Selatan, 46150 Bandar Sunway  
MALAYSIA  
Telephone: +603 5514 6000

**Your personal details**

Your Monash ID number (as stated in your offer letter): \_\_\_\_\_

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Malaysian NRIC no.: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female  
(DD / MM / YYYY)

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Your course details (refer Offer Statement)**

Course title: \_\_\_\_\_ Course code: \_\_\_\_\_

Commencing year: \_\_\_\_\_ Commencing semester:  February/One  July/Two  October

Offer lapse date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Campus: Malaysia  
(DD / MM / YYYY)

**Your payment details**

I enclose a Bank Draft / Cheque addressed to '**Monash University Malaysia Sdn Bhd**' for RM \_\_\_\_\_  
(refer Offer Statement) being the payment of fees required to secure my place in the above 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: \_\_\_\_\_

**Acceptance Declaration**

I understand and accept the offer (including any credit) made to me by Monash University Malaysia and that my enrolment will be governed by the terms and conditions set out in the letter of offer and offer statement sent to me. I also understand and accept that the University reserves the right to make changes to these conditions provided that it gives me three months notice of the changes.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(DD / MM / YYYY)

# Terms and Conditions of Enrolment – Fees

## Definitions

Monash University Malaysia refers to Monash University Malaysia Sdn. Bhd., a Company wholly owned by Monash University and Sunway Group. This Company is authorised to make offers for enrolment in award courses of Monash University Malaysia and to receive fees for tuition and other services.

**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 through to February. Students are able to complete units which will be credited to their degree and each unit will incur the normal cost.

**Tuition Fee.** Tuition fee includes both tuition and the laboratory, equipment and materials fee where applicable.

## General Conditions

Monash University Malaysia students must normally enrol on a full-time basis such that their studies can be completed in the minimum time allowed for their program. This may be varied 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 approved by Monash University Malaysia from time to time (e.g. illness).

Apart from the restriction above, students accepted into a course will be subjected to the same regulations, teaching methods, forms and criteria of assessment as other students enrolled in the course at other campuses of Monash University. Exclusion for unsatisfactory progress will be based on the same criteria, and only on those criteria, as applied to other students taking the course.

The first semester tuition and general fees are stated in the initial offer to a student. For future years of your course, Monash University reserves the right to adjust the annual tuition fees. However, the university undertakes that any adjustment factor will not exceed 6% per annum and will be applied on the 1<sup>st</sup> of January each year for that calendar year. Published tuition fee are based on a standard full load of units in a course. Where a non-standard load or non-standard course is taken, a pro-rata fee would be applied resulting in a fee lower or higher than the published fee. The actual fee will be calculated to reflect the proportion of a full

load being undertaken.

Examples include:

- A student has been admitted with credit and is taking less than a full load;
- A formal limitation has been applied by the school/faculty to the units which may be taken in the year or semester;
- A student elect to take, with the approval of Monash University Malaysia, an additional load above that required for the normal academic program; or
- A student is enrolled on a part-time basis.

General fees and RM2000 are required to be paid at the time of acceptance of offer except for MBBS and Pharmacy program. 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.

If the tuition fee paid by a student exceeds the semester charge for tuition fee by Monash University Malaysia (for the actual enrolment load), Monash University Malaysia will credit that overpayment towards payment of the next semester’s tuition fee.

## Intermission

If the school permits a student to intermit, any unexpended tuition fee will be credited pro-rata towards the following year/semester. In the event of a student not returning, no refund will be granted if the period of study in the previous year/semester is more than four weeks of teaching. If re-enrolment does not take place, credit will normally be forfeited.

## Refund of Fees

Normally, no refunds will be made for withdrawal of course after the fourth week of teaching. The following rules apply:

- The fund covering the tuition and appropriate general fees must be cleared i.e. cheques cleared, bank drafts received, etc.
- All debts to Monash University Malaysia must have been paid or any outstanding amounts will be deducted from the refund.
- 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 refund will normally be made in the currency of the student’s country of permanent residence and payable in that country.

**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 on the basis of the applicant/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 Malaysian Government authorities to grant a student pass (for international students)
- 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 Malaysia, 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 Refund**

- Where a student, having paid his/her tuition fee for one semester in advance, gives notice in writing to Monash University Malaysia, 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 are refundable less an administrative fee of 10 percent.
- 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 are 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.

(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.

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.

**Transfer of Fees**

Where a student, having 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. After the fourth teaching week of the semester, there will be no transfer/refund of course fees.

The above transfer of tuition fee also applied to those granted intermission within the first four teaching week.

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

Please note that the **last day** to pay all relevant fees is stated in your offer letter, after which a late payment penalty of RM100 and a penalty of RM100 for every month on non-payment thereafter apply.

I have read and understood the "**Terms and Conditions of Enrolment - Fees**" document and agree to abide by these regulations.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

I.C/Passport No.: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete all sections clearly, as all information provided must be legible.

**Section A Student Details**

STUDENT ID NO : \_\_\_\_\_ TITLE : Mr /Mrs /Ms /Miss /Dr/Prof  
(Please circle)

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FAMILY NAME : \_\_\_\_\_ GIVEN NAME : \_\_\_\_\_

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TELEPHONE : \_\_\_\_\_ (Home) NRIC OR : \_\_\_\_\_  
: \_\_\_\_\_ (Mobile) PASSPORT NO : \_\_\_\_\_

**Section B Authorisation to Release Information**

The information on this section is collected for the purpose of providing your authorisation to the Campus to release information regarding your academic progress and records to third parties such as your parents and/or guardians. In accordance to the Monash University Privacy of Student Records Policy, students are entitled to expect that their personal and academic information will not be subject to unauthorised interference or use. Disclosure of such information to a third party otherwise than as described in the associated procedures is not permitted.

**Parent/Guardian 1**

FULL NAME : \_\_\_\_\_ TITLE : Mr /Mrs /Ms /Miss /Dr/Prof  
(Please circle)

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RELATIONSHIP : \_\_\_\_\_ NRIC OR : \_\_\_\_\_  
PASSPORT NO : \_\_\_\_\_

**Parent/Guardian 2**

FULL NAME : \_\_\_\_\_ TITLE : Mr /Mrs /Ms /Miss /Dr/Prof  
(Please circle)

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RELATIONSHIP : \_\_\_\_\_ NRIC OR : \_\_\_\_\_  
PASSPORT NO : \_\_\_\_\_

I, the above-named student, hereby authorise Monash University Sunway Campus to release the following information(s) to my parent(s)/guardian(s) (as listed above) upon their request:

- ACADEMIC PROGRESSION AND STANDING
- REQUEST AND/OR COLLECT OFFICIAL ACADEMIC TRANSCRIPT/STUDENT LETTER (in person only)
- ALL OF THE ABOVE

STUDENT'S SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

**Note:**  
It is necessary for the authorised person(s) to present an ID with photo in person for verification of identity. Monash University Sunway Campus reserves the right to deny request if there is any doubt as to the authenticity of the person(s). For security purposes, email enquiries about your record will not be accepted.

Please state your next-of-kin or the person you would like to be notified in case of emergency below:

**Section C Emergency Contact Details**

The information on this section is collected to facilitate the provision of appropriate assistance and support in the event of an accident or emergency. For instance, your nominated emergency contact person can be notified as needed. You are advised to seek permission from any Emergency Contact Person other than your parents before listing his/her personal particulars.

FULL NAME : \_\_\_\_\_ TITLE : Mr /Mrs /Ms /Miss /Dr/Prof  
(Please circle)

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RELATIONSHIP : \_\_\_\_\_

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ADDRESS : \_\_\_\_\_

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EMAIL ADDRESS : \_\_\_\_\_ MOBILE PHONE NO : \_\_\_\_\_

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TEL NO (HOME) : \_\_\_\_\_ TEL NO (OFFICE) : \_\_\_\_\_

**PRIVACY STATEMENT**

The information on this form is collected for the purpose of providing you the specific services in relation to (i) disclosure of student academic information to authorised third party(s) and (ii) nomination an emergency contact person(s). You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at + 613 9902 9589.