

UNIVERSITI SULTAN ZAINAL ABIDIN
RULES & REGULATIONS FOR STUDENT FEES

APPLICATION

In exercise of the powers conferred by Section 34 (5) of the University [PU (A) 477], the Board makes the following rules: -

1. Citation And Commencement

These regulations may be cited as the Fee Regulations of Universiti Sultan Zainal Abidin and shall take effect January 1, 2010.

2. Application

- 1) The regulations shall apply to every student during the period of study.
- 2) Violation of any provision of these rules can result in a student could be charged as specified in the regulation of student fees of Universiti Sultan Zainal Abidin.

1.0 **INTERPRETATION**

In these rules, unless the context otherwise requires: -

"University" means Universiti of Sultan Zainal Abidin;

"Student" means a registered student who is studying at the University for an Academic Program of doctorate, master, bachelor degree, or diploma;

"New Student" means a student in their first semester for all programs;

"Existing Student" means a student in their second or subsequent semester for all programs;

"Appealing Students" means new students offered to study at the university based on appeal, and new students allowed to register late;

"Sponsored Student" means a student who gets a scholarship / loan / financial assistance from schemes / specific agencies;

"Date of Registration" means the date on which students enroll at the University as specified in the academic calendar;

"First Day of Lecture" means the date on which the first day of classes begin as specified in the academic calendar;

"Fees" means the amount of tuition fees for programs / courses only;

"University Fee" means the amount of fees charged other than Tuition Fees;

"Graduation Fee" means the fee charged to students who will graduate, and categorized as university fees;

"Alumni Fee" means the fee charged to graduates of Universiti Sultan Zainal Abidin and categorized as university fees;

"Registration Fee" means the fee for the registration process to new students who sign up for the session and categorized as university fees;

"Student Orientation Week Fee" means the fee charged to new students that covers programs, activities and equipment during Student's Orientation Week and categorized as university fees;

"Co-curricular Fee" means the fee charged to students for co-curriculum courses throughout the study period and categorized as university fees;

"General Service Fee" means the fees for various services that are not included in the fees listed. This includes services such as emergency student transportation, practical transportation services and others.

"Health Fee" means the fee charged to students for medical facilities and categorized as university fees;

"Health Takaful Fee" means the fee charged to international students for the protection of their health and welfare (Please Refer to Guidelines for Health Inspection and Insurance Coverage for International Students from Ministry of Higher Education) and categorized as university fees;

"Library Fee" means the fee for library services and facilities and categorized as university fees;

"Welfare Fees" means the fee to fund welfare and aid including accidents and death and are categorized as students and university fees;

"Student Activity Facility Fee" means the fee charged to students for various activities involving student associations, sports and recreation, and categorized as university fees;

"ICT Facility Fee" means the fee charged for the use of computers and related equipment and categorized as university fees;

"Takaful Protection Fee" means the fee collected for the protection of local students and categorized as university fees;

"Lab Fee" means the fees for use of facilities and laboratories and categorized as university fees;

"Residential College Fees" means the fees charged to students who live in the residential college and categorized as university fees;

"International Student Management Fee" means the fee charged for a variety of special services in the management of international students and categorized as university fees;

"Debt" means the fees and any outstanding fees to be paid by the student from the previous semester; and

"Refund" means the return of money to a student's account which is overcharged, overpaid or surplus after making deductions.

2.0 STRUCTURE OF UNIVERSITY FEES

2.1 The structure of University Tuition and University Fees, which have been approved by the University authorities are as follows: -

2.1.1 Diploma and Bachelor (for citizens and non-citizens)

Non-Recurring Fees (payable in the first semester):-

- i) University Fees:
 - a. Registration fees;
 - b. Student Orientation Week Fees;
 - c. Alumni Fee; and
 - d. Graduation fee (payable in the 5th semester of study).

Recurring fees (paid in each semester):-

- i) Tuition Fee;
- ii) University Fees:
 - a. General Service Fee;
 - b. Health Fee;
 - c. Library Fee;
 - d. Welfare Fee;
 - e. Student Activity Facility Fee;
 - f. ICT Facility Fee;
 - g. Takaful Fees (per session) (for Local students only);
 - h. Laboratory Fee;
 - i. Co-curricular fee - according to credit hours (RM 100.00 per hour);
 - j. Residential College Fee;

- k. Health Insurance Fee (for International students only); and
- l. Management Fee (for International Students only).

Students who enroll in the 12 credit hours are charged RM30/hour for undergraduate degree programs and RM12/hour for diploma programs in a regular semester.

2.1.2 Master's and Doctorate

Non-Recurring Fees (payable in the first semester)

- i) University Fees:
 - a. Registration Fee;
 - b. Alumni Fee;
 - c. Graduation fee (payable at the end of the semester);
 - d. Examination Fee (Thesis) (charged before shipping Notice thesis);
 - e. Re-Examination Fee (Thesis) (applicable if the student gets to repeat the status of test results);
 - f. Special Fees (applicable to students who have submitted their thesis but not after evaluation).

Recurring fees (paid in each semester)

- i) Tuition Fees; and
- ii) University Fees:
 - a. General Service Fee;
 - b. Welfare Fee;
 - c. Library Fee;
 - d. Health Fee;
 - e. Takaful Fee (per session) (for Local students only); and
 - f. Health Takaful Fee (for International students only).

2.2 Officers of Universiti Sultan Zainal Abidin (permanent and have been confirmed in service) who wish to pursue a master and doctorate degree, are required to pay the registration fee and alumni fee only. Other fees will be funded by the university. Graduation fees and examination of the thesis will be funded by the students themselves.

2.3 The rate and fee structure are subject to change without prior notice.

2.4 For students who have been selected under the Scheme of Graduate Research Assistant (GRA) they are charged full fees during the study period.

3.0 **METHODS OF PAYMENT**

3.1 Diploma and Bachelor

3.1.1 New Students

3.1.1.1 A new student is required to pay their prescribed fees on or before the date of registration as follows:

- i) University Fee:
 - a. Registration Fee;
 - b. Student Orientation Week Fee;
 - c. Alumni Fee

and to settle any outstanding fees before an examination slip can be issued.

or

3.1.1.2 New students who are unable to make payments as in 3.1.1.1 must obtain approval from the Vice Chancellor / Deputy Vice Chancellor / or any authorised officer should they not be able to pay all or part of the fees that are owed.

3.1.2 Students without sponsorship or self-sponsored

Students are required to pay the prescribed fee before sitting their exams.

3.1.3 Sponsored students

3.1.3.1 Scholarship / loan is paid directly by the sponsor to the University.

If the scholarship / loan is insufficient to cover university fees, students are responsible to settle any outstanding balance before taking their exams.

3.1.3.2 Students who are applying for: -

- i) sponsorship, or
- ii) the extension of sponsorship, or
- iii) an additional amount of sponsorship, are required to pay all fees or balance of fees before taking the exam if no Letter confirming sponsorship is received by the Bursary Department.

3.1.4 Short and Special Semester

Students who take the short semester and the special semester are required to pay special fees before sitting for the exam, as follows: -

- i) Tuition Fees (per credit rate specified by program);
- ii) University Fees:
 - a. General Service Fees
 - b. Library fees
 - c. Health fees
 - d. Welfare fees
 - e. Student Activity Facility Fees
 - f. ICT Facility Fees
 - g. Lab fees
 - h. Takaful Protection Fee (per session)
 - i. Residential College Fees

The charging rate for university fees are half of the price of the original charges except for the Takaful Protection Fee.

3.1.5 Students Involved in Industrial Training / Practical Training

3.1.5.1 In the semester (if applicable)

Students are required to pay the following fees before sitting for the examination: -

- i) Tuition Fees (per credit rate specified by program); and
- ii) University Fees:
 - a. Health Fees

- b. Welfare Fees
- c. Takaful Fees (per session)
- d. Residential college fee (according to the number of enrolled days)

3.1.5.2 In the short semester / semester break

Students are required to pay the following fees before sitting for the examination: -

- i) Tuition Fees (per credit rate specified by program)
- ii) University Fees:
 - a. Health Fees
 - b. Welfare Fees
 - c. Takaful Fees (per session)
 - d. Residential college fee (according to the number of enrolled days stay)

3.1.6 Deferment of University and Tuition Fees

3.1.6.1 Students can apply for deferment of payment of fees by filling in the delay fees form.

3.1.6.2 The Tuition Appeal Sub-Committee consists of officers from Academic Management Division, Bursary Department, Division of Student and Alumni Affairs and Dean of respective Faculties.

3.1.6.3 The role of this committee is to consider and approve the application for postponement of fees based on the following criteria:

- i) A student is allowed to take the examination in a semester when the maximum amount of fees owed is not more than RM500 and the status of the student is not conditional. Conditional students must settle outstanding fees before registering for the next semester.
- ii) A student loan has been approved but not yet received from the sponsors and confirmed by the Bursary Department.
- iii) The university has received assurance from certain agencies

that payment will be submitted towards student tuition fees by the State Zakat Collection Centre and other specified bodies.

iv) The university has received written assurance from the parents of students who will pay off the debt over the next four (4) weeks before the semester begins.

v) For appealing students who register after Student Orientation Week, the effective date for registration takes place on the date one enrolled at the university. For the purpose of payment of tuition fees, a student is still allowed a period of two (2) weeks to not be charged tuition fees if he withdraws from the program at the university.

vi) For the appeal student the two (2) week period is calculated from the date of registration before tuition fees are charged.

3.2 Master's and Doctorate

3.2.1 New Students

3.2.1.1 New students are required to pay the following fees on or before the date of registration:-

- a. Registration Fee
- b. Alumni Fee
- c. Tuition Fee
- d. General Service Fee
- e. Welfare Fee
- f. Library Fee
- g. Health Fee
- h. Takaful Fee(per session) (for Local students only)
- i. Health Takaful Fee (for International students only)

4.0 CATEGORIES OF RESIDENTIAL COLLEGE FEE

4.1 The residential college fees are stated as follows:

No.	Types of Residential Colleges	Daily Rate (RM)	Total Charges	
			Number of Days	Total (RM)
1.	Residential College A (Old Type)	3.50	132	462.00
2.	Residential College B (New Type)	4.50	132	594.00
3.	Residential College C (New Type)	4.50	132	594.00
4.	Residential College D (MAIDAM Hostel)	4.50	132	594.00
5.	Residential College (4 pax per room – renovated living room)	3.00	132	396.00
6.	Residential College Besut Campus	3.50	132	462.00

4.2 For students being offered to live in residential colleges but seeking to stay outside, they will be charged a fee in accordance to the number of days spent at the residential college.

4.3 Students who stay at the residential college during semester breaks must pay residential college fees according to the number of days spent in residence.

5.0 OTHER CASES

5.1 Postponement of Studies (diploma and bachelor)

5.1.1 A student who wishes to defer should apply in writing to the Academic Management Division through the dean of the faculty and the effective date is based on the date of approval of the application.

5.1.2 Applications made within two (2) weeks from the first day of class or the date of registration (student appeals) are not charged any fees unless:

i) University Fees:

- a. Registration Fee
- b. Student Orientation Week Fees

5.1.3 Applications made after the period in 5.1.2, the first day of class in the third week, will be charged University Tuition and University Fees for the semester.

5.2 Withdrawal (diploma and degree)

5.2.1 A student who wishes to withdraw from studies must complete the Debt Settlement Form. Three (3) copies are to be submitted to the Academic Management Division, Division of Student Affairs and Alumni (residential college) and the Bursary Department.

5.2.2 The effective date of withdrawal is based on the date of approval received from the Academic Management Division.

5.2.3 Withdrawal For New Students: -

5.2.3.1 Students Absent From Registration

All registration fees are returned as follows:

- i) Registration Fee
- ii) Alumni Fee
- iii) Student Orientation Week Fees

Each withdrawal will be charged a service fee of RM10

5.2.3.2 Withdrawal After Registration

Refundable registration fee is as follows:

- i) Alumni Fee
- ii) Student Orientation Week Fees

Each withdrawal will be charged a service fee of RM10

5.2.3.3 Withdrawal After Student Orientation Week

Refundable registration fee is as follows:

- i) Alumni fee

Each withdrawal will be charged a service fee of RM10

5.2.4 Withdrawal For Existing Students: -

5.2.4.1 Students who are approved to withdraw from a course after the second week but no later than the seventh week will be charged Tuition and University fees for the semester.

5.2.4.2 Students seeking to withdraw from a semester later than the second week of lectures will not be charged Tuition and University Fees for that semester. Residential college fees are subject to paragraphs 4.2 and 4.3.

5.2.4.3 Students approved to withdraw after the second week of the semester, but no later than the seventh week will be charged University Tuition and fees for the semester.

5.3 Withdrawal (Master's and Doctorate)

5.3.1 Withdrawal For New Students:

5.3.1.1 Students who withdraw within 14 days from the date of registration, are eligible to claim the fees paid except:

- i) Registration Fee
- ii) Service Fees

Each withdrawal will be charged a service fee of RM10

5.3.1.2 Students who withdraw after a period of 14 days from the date of his registration, are not eligible to claim the fees paid except for medical reasons. Every refund of registration fees will be charged a service charge of RM10.00

5.3.2 Withdrawal For Existing Students:

5.3.2.1 Students who withdraw within 14 days from the date he registered are eligible to claim the fees paid except the service fee. Each withdrawal will be charged a service fee of RM10

5.3.2.2 Students who withdraw after a period of 14 days from the date of registration are not eligible to claim the fees paid except for medical reasons. Each withdrawal will be charged a service fee of RM10

5.4 Disciplinary

Students with disciplinary punishment including removal or suspension from the program will be charged full semester fees for the semester during which the date of sentencing was issued.

5.5 Penalties / Other Payments

Students will be fined / other charges for the following items:

- a. Replacement of lost matric card;
- b. Additional copy of transcript;
- c. Additional copy of examination slip;
- d. Additional copy of result slip;
- e. Review of the exam answer script;
- f. Late claimant of examination slip; and
- g. Late registration of courses.

5.6 Refund

5.6.1 Graduation fees will be refunded if a student quits or does not graduate.

5.6.2 Refund of money will be made to any student that was overcharged, overpaid or where there is a surplus after making deductions from sponsorship fees.

6.0 ACTION TO STUDENTS WHO FAIL TO SETTLE DEBTS

Students who fail to pay fees as stated in this rule may be charged with any of the following:

- i) Notice given to students and guardians
- ii) Withheld from sitting the examination
- iii) Withheld from receiving the result slip
- iv) Withheld from registering for the next semester; and
- v) Withheld from taking transcript and participate in the convocation ceremony

7.0 JURISDICTION

7.1 Exemption of payment of fees is within the jurisdiction of the Vice-Chancellor or any other officer authorized by him in writing by appointment.

7.2 Power to determine the academic status of students, including students from registering, examination and graduation is within the jurisdiction of the Vice-Chancellor or any officer authorized in writing.

7.3 Power associated with residential colleges are within the jurisdiction of the Vice-Chancellor or any other officer authorized by him in writing.