



# Payment of Tuition Fees for Non-Malaysian Nationals

The following tuition fees payment procedures and options are available to Non-Malaysian students:

## Foundation Students

1. 100% of one academic year fee upon registration at the start of Semester 1 of the academic year (either based on 2 or 3 semester programme) or
2. 100% of one semester fee at the start of semester 1 and 2 of the academic year, or Semester 3 (for 3 semester programme).

## Undergraduate Students

1. 100% of one academic year fee upon registration at the start of semester 1 of the academic year or
2. 50% of course fee upon registration at the start of the semester 1 and the balance 50% at the start of semester 2 of the academic year (semester basis).

## Postgraduate students (full-time/ part time basis) – Masters Level

1. 100% of course fee upon registration at the start of semester 1 of the academic year or
2. 50% of course fee upon registration at the start of the semester 1 and the balance 50% at the start of semester 2 of the academic year.

## Postgraduate students – (School of Education, MSc Management Psychology, MSc Occupational Health and Safety Leadership, MSc Professional Accountancy & MBA-Part Time Only) – Masters Level

1. 100% of course fee upon registration of the start of Semester 1 of the academic year or
2. Paying Minimum amount RM3,000 upon registration and balance of the tuition fee to be paid once the modules are selected.

## Postgraduate students (School of Political, History and International Relations (part time basis) – Masters Level

1. 100% of course fee upon registration of the start of Semester 1 of the academic year or
2. Paying 25% of course fee at the start of every semester must be completed within 2 years).

## MPhil and PhD Research Students

1. 100% of one academic year fee upon registration at the start of semester 1 of the academic year or

2. 50% of course fee upon registration at the start of the semester 1 and the balance 50% at the start of semester 2 of the academic year (semester basis).

### **For Corporate/Government Loan or Sponsorship**

Original documents including confirmation letter from the Sponsoring Body needs to be submitted to the **Sponsorship Unit on or before the registration day.**

**For further** enquiries, please send an email to the Sponsorship Unit at [sponsorship@nottingham.edu.my](mailto:sponsorship@nottingham.edu.my)

## How to Make Payment of Tuition Fees

Payment can be made by:

- Crossed Malaysian cheque or local bank draft payable to “**THE UNIVERSITY OF NOTTINGHAM IN MALAYSIA SDN BHD**”. Kindly include your name, student or ID number and course on the back of the cheque or bank draft.
- Credit Card payment – we only accept **Visa or Master Card or AMEX** (only at Semenyih Campus- Finance Office and SSC- Student Service Centre)
- Finance Counter Operation Hours: (Monday - Friday except Public holiday)  
Finance Office, Trent Building - 9:00am-5:00pm  
Student Service Centre- 9:30am -5:00pm
- Online payment - MyNottingham student portal may be accessed via the following hyperlink: [MyNottingham](#)

For any technical issues related to MyNottingham (i.e. username and password error), please send an email to IT SERVICE DESK at [ITServiceDesk@nottingham.edu.my](mailto:ITServiceDesk@nottingham.edu.my)

- If you are an Affin bank account holder you may pay online via the Affin Bank portal as follows: <https://www.affinonline.com>
- Bank transfers (telegraphic transfer) or direct bank into the following banks:
  - a. Affin Bank Berhad  
Payee Name: The University of Nottingham in Malaysia Sdn Bhd  
Bank Account number: 100260005567  
Bank Address: LTAT Branch, Bangunan LTAT, Jalan Bukit Bintang, 55100 Kuala Lumpur  
Swift code: PHBMMYKL
  - b. CIMB Bank Berhad  
Payee Name: The University of Nottingham in Malaysia Sdn Bhd  
Bank Account number: 8008306319  
Bank Address: No. 17 Jalan Jelok 6, Metro Point, 43000, Kajang, Selangor  
Swift code: CIBBMYKL

## IMPORTANT INFORMATION

- Please be informed that effective from **1<sup>st</sup> June 2016**, the University no longer accepts **USD CHEQUES or BANK DRAFTS**. Payment in USD may be effected through bank transfer (Telegraphic transfer) to Affin Bank Berhad.
- Please take note that effective immediately our bankers will not accept any funds from Iran, Sudan, Cuba, Myanmar, Syria, Crimea and North Korea as these countries are listed as sanctioned countries.
- Please note that cash payments are not acceptable.
- Tuition fees payable are in Ringgit Malaysia and any shortfall from any translation of foreign currencies to Ringgit Malaysia and bank charges must be borne by the student.
- All bank- in and bank transfer slips must be forwarded or emailed to Finance Office for the issuance of the official receipt. Please include your name, student id number or index number and the course on the slip. **Failure to do so may result in the payment not being applied against your debt with the University.**
- We do not have any fixed rate for the conversion of tuition fee from any currencies to Ringgit Malaysia. As reference, student may refer to the following website: <http://www.bnm.gov.my/index.php?ch=statistic&task=converter>

## EARLY PAYMENT DISCOUNT

Commencing from **September 2016 intake (academic year 2016/2017)**, students will be entitled to a 4% early payment discount if they were to pay the full academic year fee by the **31st of July each year**. Should you pay at any time on or after the **1st of August** but before the tuition fee due date you would only be entitled to a 2% early payment discount for the full academic year tuition fee. Payments made after the due date would not be entitled to any early payment discounts.

The early payment discounts will not be applicable for any subsequent withdrawals during the academic year from the program/course.

Early payment discount is not applicable to sponsoring bodies. All such discounts will be calculated based on net payment due after all other scholarships and discounts.

## CALCULATION OF TUITION FEE

Tuition fee will be calculated as follows if the student is paying for one academic year tuition fee and entitled to any discounts from the University.

Net tuition fee = Gross tuition fee – discount entitled from University (**scholarship**) - **4% or 2% early bird** - acceptance fee

## LATE PAYMENT OF FEES

Failure to settle the outstanding tuition fee will result in a late payment penalty of 5% per annum being imposed on any outstanding balance or a minimum of RM100, whichever is higher.

## REFUND POLICY

Commencing from the **January 2017 (academic year 2016/2017)** all requests for tuition fee refunds upon withdrawal will be based on a percentage basis with a 15% step reduction as follows:

No of days from start of registration		% of refund
0	30	80%
31	60	65%
61	90	50%

The university **will not entertain** any requests for refund 91 days and beyond from the date of registration.

For International Student – Any overpayment of fee will be subjected to the following refund options: -

1. A maximum amount RM 5,000 to be transferred to the local (Malaysian) bank account (one time only) and the rest of the balance (if any) will be offset against next semester's fee payable or transferred back the student's home country.

**OR**

2. Transfer the entire amount overpaid to the student's home country and all bank charges for such overseas transfer will be borne by the payee.

In accordance with the ruling by Bank Negara Malaysia with regards to "Anti-Money Laundering and Anti-Terrorism Financing (Amendment) Act 2014". We as the "Reporting Institution" under the mentioned act would be liable for charges which may be issued under this act. As a risk mitigating measure, we have set out this new procedure. This applies to all international student funds that are remitted into the country.

In all cases, any other debt owing to the University will be subtracted from any refund of fees. The University reserves the right, at the discretion of the Director of Financial and Business Services, to make an administrative charge against any refund in order to cover any incidental costs associated with making the refund.

## NONPAYMENT OF FEES

- Any student with outstanding debt for 28 days from the due date for settlement will not permitted to continue their course of study, or take any examinations, and will be suspended from their course until such time as the fees or other sums due are paid in full. As a result of such suspension, the student will not be permitted access to any University facilities, nor to attend any lectures or classes.
- Any student at the University residential accommodation with outstanding residence fees that have not been paid by the end of the semester, to which the fees relate, will not be permitted to return to the University residential accommodation at the commencement of the following semester.

- Student suspended for outstanding fees or other sums due that have not been paid, must obtain the permission of the Director of Financial and Business Services and pay the outstanding fees or other sums due in full, before they can be re-admitted to their course.
- A student, who has not paid in full any fees or other sums due within three weeks at the latest before they are due to graduate, or to be awarded a diploma or certificate, shall not be permitted to graduate or be awarded such a diploma or certificate.
- A student who has not paid in full any fees or other sums due shall not be eligible to receive the emoluments of any fellowship, studentship, scholarship, bursary or prize awarded to them by the University.
- The Director of Financial and Business Services has the discretion to determine if a student who has not paid fees or other sums due shall nevertheless be permitted to continue their course of study and to attend examinations. The decision will be made on a case-by-case basis. In addition, the Director of Financial and Business Services has the discretion to determine whether a student who has not paid their on-campus residence fees shall nevertheless be permitted to remain in the University residential accommodation.

### **OTHER INFORMATIONS:**

For all finance related matters, kindly refer to our website  
<https://www.nottingham.edu.my/finance>

Or

Kindly scan the QR code below:



### **Contact Us**

For any queries, kindly contact the Finance Office:

Tel : +60 3 8924 8607 (Finance Office Hotline)  
Email : [International-finance@nottingham.edu.my](mailto:International-finance@nottingham.edu.my)