PAYMENT OF 1st/2nd SEMESTER FEES FOR 2013/2014 ACADEMIC SESSION

Payment of fees can be made at the following places:-

1) Public Bank branches in Malaysia (payment by cash only), please refer to the Guidelines as per Appendix A,

2) By PBeBank.com. Collection Service, please refer to the Guidelines as per Appendix B;

OR

3) Bursary Payment Counter / Administration Office of KL Main Campus or respective Branch / Faculty Campus from 23 September 2013 to 7 October 2013. Payment is accepted as follows:
   3.1 By bank draft, money order or postal order (made payable to ‘KOLEJ UNIVERSITI TUNKU ABDUL RAHMAN’ and submit it to the University College at the above Payment Counter / Office).
   3.2 Public Bank debit cards and credit cards.

Fees paid are non-refundable and non-transferable when a student withdraws from the programme.

Deregistration of Student

Students who pay fees AFTER the due date can only make payment at the Bursary Payment Counter / Administration Office and a late fee of RM10.00 per week with effect from the due date stated in the bills will be imposed for late payment.

No payment of fee will be accepted by Bursary Payment Counter / Administration Office after the end of the 4th week from the commencement date of the semester. Students who are still in arrears of fees as from 21 October 2013 are deemed to have left the University College and their names deleted from the Register without further notification. For withdrawal due to non-payment of fees, the withdrawal date will be the commencement date of the semester i.e. 23 September 2013.

Such students will have to apply to the respective Dean of Faculty / Head of Branch Campus / Head of Faculty Branch for reinstatement. Upon approval, students will have to pay a reinstatement fee of RM100.00 and the late fee of RM10.00 per week with effect from the due date stated in the student bills.
Guidelines on the Payment of Fees at Public Bank Branches in Malaysia

Students who wish to pay their fees at Public Bank branches are requested to follow the guidelines stated below:-

1. Pay Exact Amount

Students must pay the exact amount as stated in the student bills. Students who pay less than the amount of fees stated in the bills are deemed to be in arrears of fees and may be withdrawn and their names deleted from the Register.

2. Due Date of Fee Payment

Payment must be made on or before the due date stated in the student bills. No payment will be accepted by the Bank after the due date ie. 7 October 2013.

3. Produce Student Bill for Payment

Student bill and its copy (in duplicate) must be produced to the Bank cashier when making payment. No payment will be accepted by the Bank without the bill and its copy.

4. Payment by Cash Only

Payment is strictly by CASH ONLY. Cheques/Drafts/MOs/POs are not accepted by the Bank.

5. Service Fee and Commission

The Bank will collect a service fee of RM2/- per transaction in addition to the student fee amount. The Bank will collect the service fee over the counter during payment.

6. Checking of Validated Student Bill

The student’s copy of the validated bill will be returned by the Bank as receipt of payment. Students are advised to CHECK that the name of 'Kolej Universiti TAR' and the AMOUNT of fees paid be correctly validated on the student bills BEFORE leaving the Bank counter.
Guidelines on the Payment of Fees by PBeBank.com. Collection Service (Public Bank E-Banking)

Students who wish to pay their fees by using PBeBank.com. Collection Service are requested to follow the guidelines stated below:

1. **Registered PBeBank.com User**
   This mode of payment is applicable only to Students/Payors who are the account holders of the Savings Account or Current Account maintained with Public Bank Berhad, and who have registered as a valid PBeBank.com user.

2. **Due Date of Fee Payment**
   Payment must be made on or before the due date stated in the Student Bill, i.e. 7 October 2013, after which no payment will be accepted by the Bank.

3. **Bank Reference (1) and Bank Reference (2) of Student Bill**
   Students/Payors are required to enter the Bank Reference (1) and Bank Reference (2) when paying via the PBeBank.com Service. Step by step payment procedure will be provided after logging in to the PBeBank.com webpage. The PBeBank.com service is available from 7.00 a.m. to 11.00 p.m. daily.

4. **Checking of Payment Confirmation**
   Students/Payors are advised to CHECK the payment transaction carefully and PRINT a copy of the Computer Generated Receipt after payment as proof of payment made. Students are also advised to keep the copy of this receipt containing payment confirmation number to be attached to the Student Bill.

   The Savings Account or Current Account of the Students/Payors will be debited by the Bank accordingly with the amount as stated in the Student Bill after payment via PBeBank.com.

5. **Service Charge**
   A service charge of RM1/- per transaction imposed by the Bank will be borne by the Students/Payors and it will be debited from the Students/Payors’ account with the Bank upon successful execution of the transaction.

PB/ebk/Sep13