GUIDELINES ON PAYMENT OF 1st/3rd SEMESTER FEES FOR ACADEMIC YEAR 2015/2016 (SESSION 201509) (FOR CENTRE FOR PRE-UNIVERSITY STUDIES: FOUNDATION & A LEVEL STUDENTS)

Payment of fees can be made from 12 October 2015 to 2 November 2015 at the following places:

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

2) Through Public Bank’s Internet Banking Service (Public Bank E-Banking), please refer to the Guidelines as per Appendix B;

OR

3) Bursary Payment Counter at 2nd Floor, Bangunan Tun Tan Siew Sin, KL Main Campus. Payment is accepted as follows:
   3.1 By banker’s cheque/ money order/ cheque (made payable to ‘KOLEJ UNIVERSITI TUNKU ABDUL RAHMAN’ and submit it to the University College at the above Payment Counter).
   3.2 Public Bank debit cards and credit cards.

Fees paid are non-refundable and non-transferable.

Deregistration of Student

Students who pay fees AFTER the due date can only make payment at the Bursary Payment Counter, KL Main Campus and a late fee of RM10.00 per week or part thereof 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 after the end of the 3rd week from the commencement date of the semester. Students who are still in arrears of fees as from 9 November 2015 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. 19 October 2015.

Such students will have to apply to the Head of Centre for reinstatement. Upon approval, students will have to pay a reinstatement fee of RM100.00 and the late fee of RM10.00 per week or part thereof 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 Students who pay less than the amount of fees stated in the bills are deemed to be in arrears of fees and may be withdrawn and their names deleted from the Register.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 i.e. 2 November 2015.**

   The University College is not bound to accept any late payment inadvertently accepted by the Bank after the due date.

3. **Produce Student Bill for Payment**

   Student bill and its copy (in duplicate) must be produced to the Bank teller 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/Banker’s Cheque/Money Orders/Postal Orders are not accepted by the Bank.

5. **Service Fee and Commission**

   The Bank will charge a service fee at the time of payment. The Bank will collect the service fee over the counter.

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 through Public Bank’s Internet Banking Service (Public Bank E-Banking)

The Public Bank e-banking service is available from 12 midnight to 11.00 p.m. daily.

Students who wish to pay their fees using Public Bank e-banking 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. 2 November 2015, after which no payment will be accepted by the Bank.

   The University College is not bound to accept any late payment inadvertently accepted by the Bank through e-banking service after the due date.

3. **Payment of Fees**

   Students/ Payors will be able to view the fees payable when the information under both of the following headings printed on the student bills are entered correctly on the PBeBank.com.my screen:

   a. Bank Ref (1)
   b. Bank Ref (2)

   Students/ Payors must pay the full amount of fees as shown on the student bills.

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.my.

5. **Service Charge**

   Service charge imposed by the Bank will be borne by the students/ payors and it will be debited from the students/ payor’s account with the Bank upon successful execution of the transaction.