PAYMENT OF 1st / 2nd SEMESTER FEES FOR 2012/2013 ACADEMIC SESSION
(FOR PRE-U SCHOOL: STPM AND A-LEVEL STUDENTS ONLY)

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 at 2nd Floor, Bangunan Tun Tan Siew Sin, KL Main Campus from 2 January 2013 to 16 January 2013. Payment is accepted as follows:-

3.1 By bank draft, money order or postal order (made payable to ‘KOLEJ TUNKU ABDUL RAHMAN’ and submit it to the College at the above Payment Counter).

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, KL Main Campus 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 after the end of the 4th week from the commencement date of the semester. Students who are still in arrears of fees as from 30 January 2013 are deemed to have left the 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. 2 January 2013.

Such students will have to apply to the respective Head of School 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.

Bursary/30.10.12
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 Students who pay less than the amount of fees stated in the bills are deemed to be in arrears of fees and may be withdrawn and their names deleted from the Register.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. 16 January 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

   A service fee of RM2/- per transaction will be collected by the Bank. In addition, under the Rules of Association of Banks in Malaysia, collecting branches outside the SPICK region will levy a commission ie. a flat rate of 0.03% per item (subject to the minimum of RM0.50 and maximum of RM500.00). The service fee and commission will be collected by the Bank 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 ‘TARC’ Collection Account and the AMOUNT of fees paid be correctly validated on the student bills BEFORE leaving the Bank counter.

7. Collection of Trust Fund Receipt (where applicable)

   Students are requested to retain and produce the validated student bills for the collection of the Trust Fund receipts (payment for development fee) which are tax-exempted, from the Bursary Office within one month after the commencement of the semester.

PB/otc/Jan/13
Guidelines on the Payment of Fees by PBeBank.com, Collection Service

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. 16 January 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.

6. **Collection of Trust Fund Receipt (where applicable)**

   Students are requested to retain and produce the validated student bills for the collection of the Trust Fund receipts (payment for development fee) which are **tax-exempted**, from the Bursary Office within one month after the commencement of the semester.