

## Paying your tuition fees for Academic Year

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Please ensure you have enough money for your day-to-day living expenses for the duration of your course. We would also expect you to pay your tuition fees for each academic year within the deadlines stipulated by UTM, so remember to plan ahead.

- Approximately 40 % (5/12) of tuition fee at the start of Fall semester (September - January) and the balance of 60% (7/12) at the start of Spring semester (February - August) of the academic year (semester basis) or
- 100% of one academic year fee at the start of Fall semester of the academic year.

Usually, payment is due on 15th September for Fall semester and 25th February for Spring semester. If the dates fall on a weekend or a bank holiday, the due date is the next working day. (e.g. If 15th September falls on *Maulidur Rasul*, the due date would be 16th September.)

[Payment schedule 2024/2025]

Due date	Malaysian students	International students
Fall semester: From: Sunday 1st September 2024 To: Tuesday 17th September 2024	RM 14,630	RM 15,880
Spring semester: From: Saturday 1st February 2025 To: Tuesday 25th February 2025	RM 20,370	RM 22,120
Annual total	RM 35,000	RM 38,000

**Note 1:** Please DO NOT pay your tuition fee for Fall semester BEFORE 1st September.

**Note 2:** If you want to pay 100% of one academic year fee at the start of Fall semester, please contact the Academic Service Office before you proceed the transaction.

**Note 3:** Failure to settle the tuition fees even after being demanded by the University will result in expulsion from the University.

**Note 4:** If the amount is revised while enrolled in the University, the revised amount will be applied from the date of revision.

## Payments can be made by:

### Bank transfers (telegraphic transfers) or direct bank-in

Please note that telegraphic transfers take an average of two weeks processing time. You are advised to make your transfer through the bank and avoid making payment through a money changer. Please ensure that you give the correct details to the bank and indicate your Student ID number in the reference column.

Beneficiary Name:	UNIVERSITY OF TSUKUBA MALAYSIA
Name of Bank:	Sumitomo Mitsui Banking Corporation Malaysia Berhad
Bank Address:	Suite 22-03 Level 22 Integra Tower The Intermark 348 Jalan Tun Razak 50400 Kuala Lumpur Malaysia
Account No.:	10127301
Swift Code:	SMBCMYKLXXX

**Note 1:** If you pay the tuition fee from outside of Malaysia, we suggest paying the fee through WISE which lets you transfer money internationally. For details, please access their website at <https://wise.com>.

**Note 2:** We'll prepare another payment platform by the payment period for Spring semester. Once it's ready to use, the Academic Service Office will notify to all students.

## Certificate of Receipt

The University will not issue a certificate of receipt unless students request it. Please contact the Academic Service Office for further details.

## Refund of Tuition Fee

The University will not refund/exempt tuition fees where a student takes a leave of absence or withdrawals from the programme, except where special circumstances apply as below.

### ▪ Leave of absence

If you need to take a temporary break for more than two months, you may request a Leave of Absence. Depending on the approval date and period of absence, the tuition fees for the approved period may be exempted.

#### [Example]

Period of absence	Application for leave of absence	Date of Approval for leave of absence	Exemption
From 1 September To 31 August	End of July	End of August	<b><u>12-month</u></b>
From 1 September To 30 November	End of July	End of August	<b><u>3-month</u></b>
From 1 November To 31 January	End of July	End of August	<b><u>3-month</u></b>
	End of August	End of September	<b>NO EXEMPTION</b>
From 1 February to 31 August	End of December	End of January	<b><u>7-month</u></b>
From 1 February To 30 April	End of December	End of January	<b><u>3-month</u></b>

### ▪ Withdrawal

Withdrawing from the University means that you will no longer be recorded as a student of the University and will no longer be entitled to supervision or the use of University resources. There is no refund/exemption of tuition fees if a student is enrolled for even one (1) day and withdraw in the middle of the semester.

### Academic Service Office for Malaysia Overseas Education Hub

For enquiries about tuition fee payments, bank transfers, official receipts and any payment-related matters, please contact the account officer at the Academic service office.

PIC: Mr. YAMASHITA, Tetsuya

Email: [malaysia.branch.pj@un.tsukuba.ac.jp](mailto:malaysia.branch.pj@un.tsukuba.ac.jp)