

**Refund Policies and Procedures**

**A. APPLICABLE TO ALL STUDENTS**

1. I hereby agree that the Registration Fee paid is strictly, **NON REFUNDABLE** under any circumstances .
2. I hereby agree that once the initial fees are fully utilized, fees will be charged based on the Approved Course Selection.
3. I hereby agree that in the event I drop all the subjects before the ADD/DROP deadline and subsequently follow up with a withdrawal from UCSI University, the University will charge back the full fees based on the initial Approved Course Selection.
4. I hereby agree that UCSI University will refund the following: Caution Fee; Library Deposit; International Student Deposit and Security Bond. However, this is provided that no rules or regulations have been breached and I do not have any outstanding fee with the University.
5. I hereby agree that in the event of graduation or in the event of a withdrawal the respective forms must be submitted within a maximum of 2 semesters from the event for Refundable Deposits as per paragraph 4 above.
6. I hereby agree that at all times, it is imperative that all rules and regulations are strictly adhered to, failing which UCSI University shall forfeit all Refundable Deposits and the said deposits may be required to be paid once again, where applicable.
7. I hereby agree that in the event that I fail to settle my fee in accordance to the respective due date, I shall be liable to pay late payment charges that shall be levied accordingly by UCSI University.

*All students are required to check the student handbook for further information and clarification*

**Initial**

**B. APPLICABLE TO MEDICAL AND PHARMACY DEGREE APPLICANTS ONLY**

1. I acknowledge, understand and accept that to confirm my acceptance into either the UCSI University Medical or Pharmacy degree programme within the stipulated deadline (as well as to book a seat for myself in the relevant programme), I need to pay all fees outlined in the **Letter of Offer/ Conditional Letter of Offer** within the date provided. I agree that failure to pay fees by the stipulated date will result in a seat not being reserved for me. Due to limited seats available as well as taking into consideration other eligible candidates, I further agree to abide by the policy that all payments made to confirm a seat are strictly not refundable and this is regardless of whether classes have begun.
2. If I am not a Malaysian citizen, I am made to understand that in the event I am not able to obtain the relevant visa from the Malaysian authorities (and strictly and solely for this reason alone), I may apply to UCSI University for a refund of tuition fees paid (but any fees paid towards the Registration Fee and International Student Services Fee are strictly not refundable).

**Initial**

**C. APPLICABLE TO ONLY MALAYSIAN STUDENTS**

1. In the event that a refund is requested a 50% refund of initial tuition fees (new students) or Approved Course Selection (existing students) provided withdrawal from the programme is made/submitted before the commencement of the classes, with the exception of Saturday, Sunday and Public Holidays. In the event I have not paid the fees, 50% of the fees based on the initial tuition fees or Approved Course Selection are chargeable. UCSI University has every right to use the Refundable Deposits to offset the outstanding due to the University
2. In the event that a refund is requested a 30% refund of tuition fees provided withdrawal from the programme is made within seven (7) days from the commencement of the classes. In the event I have not paid the fees, 70% of the fees based on the initial Approved Course Selection are chargeable. UCSI University has every right to use the Refundable Deposits to offset the outstanding due to the University.
3. There shall be **NO** refund of tuition fees if the withdrawal is done, anytime later and/or not in compliance with the fore-going conditions.

**Initial**

**D. APPLICABLE TO ONLY INTERNATIONAL STUDENTS**

1. I hereby agree that all initial tuition fees paid as stipulated in the Letter of Acceptance/Conditional Letter of Offer/Conditional Letter of Acceptance are strictly **NON REFUNDABLE**.
2. In the event that a refund is requested, once the initial fees are fully utilized, a refund amounting to 50% of the Approved Course Selection tuition fees for the **IMMEDIATE** semester will be allowed, provided that the application for the said refund is strictly made **BEFORE THE COMMENCEMENT OF THE SAID SEMESTER**, this deadline is imperative to be complied with, failing which UCSI University will not entertain any request for refund.
3. All application should be duly submitted in the prescribed form and not in any other manner whatsoever. In the event I have not paid the fees, 50% of the fees based on the Approved Course Selection are chargeable. UCSI University has every right to use the Refundable Deposits to offset the outstanding due to the University.
4. In the event that a refund is requested, once the initial fees are fully utilized and after the commencement of the semester, a refund amounting to 30% of the Approved Course Selection tuition fees for the **IMMEDIATE** semester will be allowed, provided that the application for the said refund is made **WITHIN SEVEN (7) DAYS FROM THE COMMENCEMENT OF THE SAID SEMESTER**, this deadline is imperative to be complied with, failing which UCSI University will not entertain any request for refund.
5. All application should be duly submitted in the prescribed form and not in any other manner whatsoever. In the event I have not paid the fees, 70% of the fees based on the Approved Course Selection are chargeable. UCSI University has every right to use the Refundable Deposits to offset the outstanding due to the University.
6. I hereby agree to submit my Application Form, Registration Fee and International Student Services Fee and I agree that in the event I am not able to obtain the relevant visa from the Malaysian authorities, all money paid will not be refunded.
7. I hereby agree to remit with immediate effect all initial tuition fees to UCSI University, upon my visa being approved and I being notified of the same, prior to arriving at UCSI University, Malaysia.
8. For applications to the University degrees of Medicine and Pharmacy, I acknowledge that I am bound by section B above.

*Initial*

**Declaration by Student**

I hereby understand and agree that it shall be my responsibility to know and abide with all relevant and applicable rules and regulations of UCSI University. I hereby declare that all information herein provided is complete, accurate, true to the best of my knowledge. I also hereby agree that UCSI University reserves the right to verify the same and I also agree that the University reserves the right to vary or reverse any decision in respect of my registration in the event that the said information is found to be untrue, incorrect or incomplete. I also agree that in the event that UCSI University shall forfeit the said fees, I shall not have any claim whatsoever against the University. I also agree that UCSI University reserves the right to alter, amend, change or modify the current published fees and all fees payable shall be the published fees at the time of payment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be signed by parent / guardian / sponsor if student under the age of 18.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date