Postgraduate Financial Policies and Procedures

1. All outstanding fees should be FULLY settled at least two (2) weeks before pre-registration period, otherwise students will be barred from registering for the coming semester and seeing their examination result.

2. Entrance Fee will not be refunded in the event the student withdraws from the University.

3. The Tuition Fee and Related Fees paid will be refunded as follows in the event of withdrawal or study leave:
   a. 90% refund : From first day up to first month.
   b. 60% refund : From first month up to the second month.
   c. No refund : After second month of semester.

4. During the short semester, the Tuition Fee will be charged according to the credit hour registered and the related fees will be charged half from the normal fees.

5. A registered student who is doing an independent study has to pay 30% of the normal Tuition Fee charged.

6. For extension of study for coursework, students have to pay tuition fees and recurrent fees according to the credit hour of the subject registered.

7. For extension of study for research proposal /research/thesis & dissertation, students have to pay RM 500.00 for full time student and RM 250.00 for part time student.

8. GRADUATION FEE (RM150.00) is compulsory to be paid when students had graduated regardless student attend the Convocation Ceremony or not.

9. Audit Fees:
The fee per credit hour for audited subject will be half from the normal fee.

10. Postgraduates who registered Comprehensive Examination will be charged additional Tuition fee RM 200.00.

11. Pre-requisite Subjects:
The fee per credit hour for pre-requisite subject will be charged according to the type of the subject registration.

12. Payment can be made by means of:
   a. Money order, bank draft or cheque and should be made payable to” Finance Director International Islamic University Malaysia”
   b. Bank in directly into the University’s account at any Bank Muamalat Malaysia Berhad branches at the following account number:
      1407-0000005-71-9

Version 1.1.2 Effective Semester 2 2010/2011
A copy of the bank-in slip MUST be forwarded to the Student Unit of Finance Division Office for recording of payment. **If there is no submission, it is assumed no payment has been made.**

c. Payment through Bank Telegraphic Transfer (TT) MUST be stated STUDENT NAME and MATRIC NUMBER, payment should be made to:

   **Beneficiary** : Finance Director International Islamic University Malaysia
   **Bank** : Bank Muamalat Malaysia Berhad,
   **Account No.** : 1407-0000005-71-9
   **Swift Code** : BMMBYMYKL

   A copy of Telegraphic Transfer (TT) transactions MUST be forwarded to the Student Unit of Finance Division Office for recording of payment. **If there is no submission, it is assumed no payment has been made.**

d. Payment through Debit Advice or Inter-Bank transfer MUST be stated STUDENT NAME and MATRIC NUMBER, payment should be made to:

   **Beneficiary** : Finance Director International Islamic University Malaysia
   **Bank** : Bank Muamalat Malaysia Berhad
   **Account No.** : 1407-0000005-71-9

   A PRINTED copy of bank transactions MUST be forwarded to the Student Unit of Finance Division Office for recording of payment. **If there is no submission, it is assumed no payment has been made.**

e. Online payment through the link:
   1. [http://epayment.iium.edu.my](http://epayment.iium.edu.my) for credit card or debit card

13. The University has the right to revise the fees without notification.

14. Any inquiries can be made to 03-6196 5941/5943/5944/5945/5946. Fax numbers: (603) 6196 5300