

UIM STUDENT FEES POLICY

1.0 Objectives

- 1.1 To manage and reduce current outstanding university fees through reasonable and effective credit management.
- 1.2 To implement guidelines which will ensure that fee collection procedures are consistent and equitable.

2.0 Policy Aims

- 2.1 To provide LAKIM, as delegated by the UIM Management, with a procedure that will bring early attention to those families who may have issues meeting university fee obligations.
- 2.2 To provide a mechanism which will allow for the collection of outstanding university fees from those students /parents who do not abide by the policy guidelines.

3.0 Rationale

The financial management is important to the financial future of Universiti Islam Malaysia (UIM) stewardship of our resources is essential and therefore it is the responsibility of UIM to ensure that all students/parents and guardians make a fair and just contribution to their children's education at UIM.

4.0 Policy for Student Fees

This document sets out the policy and procedures of Universiti Islam Malaysia (UIM) concerning student fees, charges and refunds. Bursary provides advice and input to the policy. All student fees are required to be paid by a specified due date. Failure to pay outstanding fees will result in the cancellation of a student's enrolment. Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued, unless full payment of all outstanding debts is made.

All student fees are required to be paid by a specified due date as mention in the fees structure.

4.1 Final Notices

Where a student has been invoiced and there is an outstanding debt, then a Final Notice and/or email will be issued within **two weeks** of the original invoice due date.

4.2 Encumbrance

Where a student continues to have an outstanding debt (i.e. tuition fees, fines etc), their enrolment will be encumbered if they have not paid this debt by the date/time period advised by the University. The encumbrance will cause the following restrictions to apply:

- Loss of access to library borrowing and other library services.
- Loss of access to UIM's computer systems, including internet facilities.
- Barred from sitting the mid semester examination and final examination, until payment made for the outstanding balance.
- Registration of subjects are not allowed in the following semester.
- Loss of access to enrolment records, examination results and academic transcripts
- Inability to graduate until the outstanding debt is cleared.

Encumbered students will be informed that if they make no further payment or do not contact the University concerning their debt, their enrolment may be cancelled (i.e. invalidated).

4.3 Invalidation for non-payment of fees

4.3.1 Authority

(Please refer to Academic Rules & Regulations for [Undergraduate Programme](#) & [Post Graduate Programme](#))

4.3.2 Invalidation process

Invalidation of a student's enrolment will occur at a fixed time in relation to Final Notices. The student may be invalidated at anytime throughout a semester, fourteen (14) days after the notification date shown on their Final Notice.

Invalidated students who seek only a full academic history, then removal of the Invalidation status can be affected by payment of outstanding debt and the reinstatement fee. This then allows for generation of a complete academic transcript.

4.3.3 Nature of debts that cause invalidation.

Invalidation may be invoked in cases where students have outstanding course fees for any UIM programmes. Any course fees paid for the relevant course and teaching period will be retained.

4.3.4 Reinstatement

Where an invalidated student seeks reinstatement to continue their study at the University, they must pay:

- all outstanding debt and fine involved.
- a reinstatement fees.

Once all payments have been made, students seeking to continue their course in the following semester must apply for readmission directly to the Admission Unit and Cluster for enrolment.

The Admission Unit and Cluster will determine whether they may be re-admitted to the course in which the invalidation occurred, and the manner in which re-admission might occur.

Student Administration can affect reinstatement of the student's enrolment within a current semester after reinstatement approval is granted by the Admission Unit and Cluster and all outstanding fees are made.

Where possible all payments should be made at the Bursary office.

4.3.5 Transcripts

Where an invalidated full fee-paying student wishes to obtain a transcript without seeking re-admission to study at the University, then upon payment of outstanding debt and the reinstatement fee at UIM, a transcript will be issued.