

FORM 3-A



Curtin University

Sarawak Malaysia

**APPLICATION TO PARTICIPATE
IN THE FEE INSTALMENT PLAN (FIP) FOR SEMESTER 1,
2012 ONLY**

A new application is required each semester. If you wish to participate, complete all information and return signed original before due date to :

Cashier's Office
Level 1, Building GP 401
Curtin University of Technology
Sarawak Campus
CDT 250, 98008 Miri
Sarawak

SUBMISSION DEADLINE :

Degree – 17 February 2012
Foundation – 29 February 2012
Diploma – 29 February 2012

Student's Name : _____ Student ID : _____
Residential Address : _____ IC No. : _____
_____ Contact No : _____
_____ E-Mail Address : _____

Course : _____

I wish to participate in the Fee Instalment Plan (FIP) offered by the University subject to the terms and conditions imposed by the University.

I have read and fully understood, and agreed to the terms and conditions attached herewith governing the FIP. I hereby authorize the University to debit my account with the premium payable to the University for my participation in the FIP in addition to my total course fee for the semester.

Signature : _____ Date : _____
Name : _____
ID Number : _____

Office Use Only :

Date Received : _____ DN Number : _____
Posted : _____ Posting Date : _____

FEE INSTALMENT PLAN (FIP) FOR SEMESTER 1 YEAR 2012

Students can enroll in the FIP by submitting an FIP Application Form duly completed and signed. The FIP allows the students to pay their course fees plus the premium payable in 3 equal instalments within the duration of a semester.

Course	Approved Course Fee	Instalments (inclusive of Premium)	Payment Due Date
Bachelor of Engineering (1 st year units) Bachelor of Science (Applied Geology, Geophysics)	Total RM 11,604	1 st – RM 4,023.00 2 nd – RM 4,023.00 3 rd – RM 4,022.16 RM 12,068.16	17 February 2012 30 March 2012 30 April 2012
Bachelor of Engineering (2 nd - 4 th year units) Chemical, Mechanical	Total RM11,776	1 st – RM 4,083.00 2 nd – RM 4,083.00 3 rd – RM 4,081.04 RM 12,247.04	17 February 2012 30 March 2012 30 April 2012
Bachelor of Engineering (2 nd - 4 th year units) Civil & Construction, Computer System, Electronic & Communication, Electrical Power Engineering, Mechatronics	Total RM11,604	1 st – RM 4,023.00 2 nd – RM 4,023.00 3 rd – RM 4,022.16 RM 12,068.16	17 February 2012 30 March 2012 30 April 2012
Bachelor of Technology Bachelor of Science (Computer Science)	Total RM 8,684	1 st – RM 3,011.00 2 nd – RM 3,011.00 3 rd – RM 3,009.36 RM 9,031.36	17 February 2012 30 March 2012 30 April 2012
Bachelor of Commerce Bachelor of Business Administration	Total RM 8,508	1 st – RM 2,950.00 2 nd – RM 2,950.00 3 rd – RM 2,948.32 RM 8,848.32	17 February 2012 30 March 2012 30 April 2012
Bachelor of Arts (Mass Comm/Borneo Studies)	Total RM 8,724	1 st – RM 3,025.00 2 nd – RM 3,025.00 3 rd – RM 3,022.96 RM 9,072.96	17 February 2012 30 March 2012 30 April 2012
Foundation Programs	Total RM 6,624	1 st – RM 2,297.00 2 nd – RM 2,297.00 3 rd – RM 2,294.96 RM 6,888.96	29 February 2012 30 March 2012 30 April 2012
Diploma In Business (62.5 credit points)	Total RM 5,516.25	1 st – RM 1,913.00 2 nd – RM 1,913.00 3 rd – RM 1,910.90 RM 5,736.90	29 February 2012 30 March 2012 30 April 2012
Diploma In Process Plant Technology (50 credit points)	Total RM 6,489	1 st – RM 2,250.00 2 nd – RM 2,250.00 3 rd – RM 2,248.56 RM 6,748.56	29 February 2012 30 March 2012 30 April 2012
Diploma Occupational Health And Safety (3 units per semester)	Total RM 5,910	1 st – RM 2,049.00 2 nd – RM 2,049.00 3 rd – RM 2,048.40 RM 6,146.40	29 February 2012 30 March 2012 30 April 2012
Diploma Instrumentation Control Engineering (ICE) - 62.5 Credits Points per semester	Total RM 8,111.25	1 st – RM 2,812.00 2 nd – RM 2,812.00 3 rd – RM 2,811.70 RM 8,435.70	29 February 2012 30 March 2012 30 April 2012

Terms and conditions :

- FIP is offered to Malaysian students only (new and existing), who are not study loan and scholarship holders, for all courses except MBA and IEP and open for enrolment until :
Semester 1, Year 2012
Degree – 17 February 2012
Foundation/Diploma – 29 February 2012
- The University shall levy a premium of 4% of the total course fee per semester if students wish to participate in FIP. Students' account with the University shall be debited with the said premium one week before the due date of the first instalment. The rate of premium maybe changed from time to time at the absolute discretion of the University.
- Students' course fees plus premium are to be paid in 3 equal installments within the duration of a semester.
- The said premium amount may be adjusted (increased or reduced) in the event of any addition / dropping of subjects within the specified deadlines published by the Registrar's Office of the University.
- Past due charges from a previous semester cannot be included in the current FIP.
- An additional late payment penalty of RM 50 (Foundation and Diploma) or RM 100 (Degree) per instalment will be imposed by the University for instalment received after the due date. At the same time, access to certain campus facilities may also be barred including sitting for the final examination if students' account remains outstanding.
- Prior participation – A new application must be submitted every semester. Participation in FIP does not carry over from semester to semester. Student must enroll for the FIP every semester.
- The University reserves the rights to review and alter any terms and conditions herein from time to time at the absolute discretion of the University.
- The University reserves the right to terminate or end the FIP at any time the University deems fit and in the event that University decides to terminate or end the FIP, all outstanding fees become payable forthwith without any notice or demand to students and students must forthwith and immediately pay all outstanding to the University.