

Universiti Tunku Abdul Rahman			
Form Title: DECLARATION BY NEW STUDENTS			
Form Number: FM-DACE-008	Rev No. : 3	Effective Date: 03/11/2021	Page No: 1 of 2



UNIVERSITI TUNKU ABDUL RAHMAN

(Declaration)

Registrar
Universiti Tunku Abdul Rahman

I I.C. No.:.....
hereby solemnly and fully declare and confirm that during my programme of study at Universiti Tunku Abdul Rahman, I shall abide and comply with all the rules, regulations and lawful instructions of Universiti Tunku Abdul Rahman and endeavour at all times to uphold the good name of the University.

I understand that I can register for only one programme of study in Universiti Tunku Abdul Rahman.

I also confirm that Universiti Tunku Abdul Rahman cannot and will not be held liable for any injury, loss or damage which I may suffer during my period of study at the University including my participation in study tour, practical work or any other activities inside or outside the University. Should any other person suffer any such accidental injury, loss or damage during the programme arising as a direct or indirect result of any act or omission on my part, I hereby undertake full responsibility for the same and shall hold Universiti Tunku Abdul Rahman indemnified against any claims made against it by reason of such accidental injury, loss or damage having been suffered.

I further declare that (please indicate with a ✓):

- I am free from any of the physical/ mental health difficulties/conditions
- I have a history of physical/ mental health difficulties/conditions

If yes, please specify: _____(Please provide supporting document from the specialist/physician for the health condition stated herein)

(example of physical difficulties/conditions: eyesight, physical movement, etc)

(example of mental difficulties/conditions: Anxiety & Panic Disorders, Depression, Schizophrenia, etc.)

I understand and agree that by sharing the information about my health condition will allow Universiti Tunku Abdul Rahman to render any additional support during my period of study as the University think fit. I shall accept any arrangement from the University for the additional support during my period of study.

I hereby accept my position as a student of Universiti Tunku Abdul Rahman subject to University discipline and promise to comply with all its regulations and requirements; including its regulations on the matter of fees paid and payable and that I shall behave honourably and endeavour to safeguard and uphold the good name of the University.

Please turn overleaf

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(Additional clause for students of Faculty of Medicine and Health Sciences)

"I shall observe strict confidentiality of patients at all times especially during clinical posting, and shall not in any way disclose the patients' information except for my programme of study in Universiti Tunku Abdul Rahman."

Foundation / Degree / Postgraduate Programme :
(In FULL, as in the letter of offer)

Signature:.....

Date:.....

Name of Parent/Guardian:

Address:

Email :

Postcode: State: Tel. No:

Universiti Tunku Abdul Rahman			
Form Title: WITHDRAWAL FROM STUDIES AND FEE REFUND POLICY			
Form Number: FM-DACE-009	Rev No. : 1	Effective Date: 11/05/2021	Page No: 1 of 1

To : Director, Division of Admissions and Credit Evaluation
Universiti Tunku Abdul Rahman

Re: Withdrawal From Studies and Fee Refund Policy – Malaysian Student

I acknowledge that I have been informed of the following:

1. WITHDRAWAL FROM STUDIES

- 1.1 Students who wish to withdraw from the University are required to submit the “Notification to Withdraw from the University” form obtainable from the Division of Admissions and Credit Evaluation/Faculty General Office / Foundation Studies General Office / Institute of Postgraduate Studies & Research
- 1.2 The application for withdrawal must be accompanied by a copy of the student identification card.
- 1.3 The official date of withdrawal is the date on which the student’s withdrawal form is received by the University even if the student has stopped attending lectures earlier.
- 1.4 A student who does not attend classes or discontinues attending classes in a new trimester without notifying the University of his/her withdrawal is liable to pay all fees due to the University for the new trimester and subsequently will be withdrawn from the University due to arrears of tuition fees.
- 1.5 All books and other facilities borrowed from the University must be returned. The University entrusts the student with this responsibility. The student’s failure to do so will result in the withholding of all refundable deposit to the student including the caution money.

2. REFUND POLICY

Normally, no refund of tuition fee except for the circumstances as stated below. All other fees paid are non-refundable.

2.1 PARTIAL REFUND OF TUITION FEE

In the event that the notification to withdraw from the student is received by the University (during office hours) before the commencement date of the programme as stipulated in the Letter of Offer, there will be refund of 70% of the tuition fees paid. There will be no refund of any other fees paid (except for caution money or, for international students, the Security Bond Deposit).

2.2 NO REFUND OF ANY FEES PAID

In the event that the notification to withdraw is received by the University (during office hours) upon the commencement date of the programme as stipulated in the Letter of Offer, there will be no refund of any fees paid except for caution money or, for international students, the Security Bond Deposit.

For students who have paid and registered after the commencement date of programme, there is STRICTLY no refund of all fees paid EXCEPT Caution Money or, for international students, the Security Bond Deposit, upon withdrawal from programme.

2.3 REFUND OF CAUTION MONEY

- 2.3.1 The caution money may only be refunded after a student has completed or withdrawn from his last programme of study at the University. The online application for the refund should be made within one year from the date of completion or withdrawal from the University.
- 2.3.2 Upon application, the University shall offset any fee or liability due (including arrears in tuition fees or other related fees, cost of library books or articles not returned, breakage or damage to laboratory equipment, etc) before refunding the balance if any.

3. DECLARATION BY STUDENT

I have read and understood the above withdrawal and refund policies. I hereby agree to be bound by the said policies. I hereby authorize the University to transfer and donate my caution money or the balance thereof to the UTAR Student Loan Fund in the event that I do not apply for the refund of the caution money or failed to comply or respond to the email notification and/or follow-up by the University for incomplete bank account information for refund purposes within the stipulated period.

Signature of student:

Date :

Contact No.:

Name of student:

NRIC No.:

Universiti Tunku Abdul Rahman			
Form Title : REFUND POLICIES ON DEPOSITS AND OTHER FEES			
Form Number : FM-DACE-046	Rev No : 0	Effective Date: 11/05/2021	Page No : 1 of 1

To: Director, Division of Admissions and Credit Evaluation
Universiti Tunku Abdul Rahman

Re: Refund Policies on Deposits and Other Fees – Malaysian/International Student

I acknowledge that I have been informed of the following:

1. REFUND OF DEPOSITS

- 1.1 Student may apply for refund of all deposits (e.g locker deposit, convocation attire deposit, etc.) paid which are refundable after completion of study or withdrawal from the University or completion of the convocation event and etc.
- 1.2 The application for refund of deposits should be made within one year from the date of completion of study or withdrawal from the University or completion of the convocation event and etc.

2. REFUND OF OTHER FEES

- 2.1 Student who are eligible for refund of other university fees, appeal fee, etc. will be automatically credited into their bank account maintained in the UTAR student portal.
- 2.2 In the event that the refund is unsuccessful in crediting to the student's bank account due to incorrect bank account information or account closed, etc., student is required to provide the correct information to the Division of Finance within one year from date of email notification send to them.

3. DECLARATION BY STUDENT

I have read and understood the above refund policies of deposits and other fees. I hereby agree to be bound by the said policies. I hereby authorize the University to transfer and donate my deposits/other fees or the balance thereof to the UTAR General Development Fund in the event that I do not apply for the refund of the deposits or failed to comply or respond to the email notification and/or follow-up by the University within the stipulated period.

Signature of student:

Name of student:

NRIC / Passport No.:

Date:

Contact No.: