

### Tuition Fee Installment Plan Request Form

Student ID No:	Date :
Name :	Academic Year :
Faculty :	Current Semester :
Course :	Outstanding Fee (RM) :

Reason for Request:

I hereby agree to adhere to the installment plan and to abide by the conditions as set out in the term and conditions. I understand that the University reserves the right to revoke its approval for the installment plan in the event that the terms and conditions are not complied in paying the installments by the stipulated dates as laid down in this form and will result in my status as a student being suspended by the Finance Office. I also agree that the University may impose penalty which will accrue from the due date of the tuition fee.

Student's Signature: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**For Office Use Only:**

Application Status	:	Approve	<input type="checkbox"/>	Reject	<input type="checkbox"/>
Installment Plan	:	1 Month	<input type="checkbox"/>		
	:	2 Months	<input type="checkbox"/>		
	:	3 Months	<input type="checkbox"/>		
	:	4 Months	<input type="checkbox"/>		

Approved/Rejected by: \_\_\_\_\_

Reason for Rejection : \_\_\_\_\_

Date : \_\_\_\_\_

**Note: Please refer to the terms and conditions.**

### Terms and Conditions

- 1) This installment plan is only available to full-time students enrolled in The University of Nottingham (Malaysia Campus) degree courses who are experiencing temporary financial difficulties.
- 2) All applications must be accompanied by the relevant supporting documents for this application to be considered in a fair and objective manner. Failure to do so or inadequate supporting documents may result in this application being rejected. Please attach the following supporting documents in addition to any other documentation attach that may support your application:

1. Bank statement for the last 3 months	
2. Pay slip for the last 3 months	
3. EPF Statement for the current year (for local student only)	
4. Any other documentation to support application which indicates difficulties to pay tuition fees.	

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- 3) All decision is final and appeals will NOT be considered.
  - 4) Students are only entitled to request for installment plan only for **one (1) semester** during their course of study.
  - 5) Should your financial circumstances remain unchanged after one semester of installment plan, you are advised to suspend your studies and continue when the financial situation has improved.
  - 6) All installment plans will have to be fully settled by the end of the current semester.
  - 7) All installments will need to be paid by the 5<sup>th</sup> of the month.
  - 8) The penalty of 5% per annum or a minimum of RM100 (Whichever is higher) will **NOT** apply during this period (upon application being approved by the Management)
  - 9) Should a student default in his/her monthly payment than the approval of this application will lapse and penalty will accrue from the original due date of the tuition fee.
  - 10) Application form must be submitted to Finance Office on or before the dateline and any application received after the deadline will NOT be considered and appeals will not be entertained