



UniKL INTERNATIONAL OFFICE

REFUND POLICY

2 Feb 2013

- 1 The University shall only refund fees paid by an international student provided that the international student has submitted the "**UniKL-UIO-ISS- F08 REFUND REQUEST FORM**" to UniKL International Office.
- 2 The date of receipt of the "**UniKL-UIO-ISS- F08 REFUND REQUEST FORM**" as confirmed by the UniKL International Office shall be the **OFFICIAL DATE** of application.
- 3 Please take note that in any event , the University shall **NOT REFUND** any amount of any of the following fees or administration charges paid by the international student :-

NO	FEES		
	3A – pay to EMGS *	3B – pay to UniKL	3C – pay to UniKL
1	New Application Processing	Application Processing	Registration
2	Insurance	International Student	Student Card
3	Medical Health Report	Tuition	Student Uniform
4	Student Pass	Orientation	Alumni
5	Multiple Entry Visa	English Placement Test	Safety Equipment
6		Student Activity	Resources
7		Security/Personal Bond	Accommodation
8		Caution Deposit	

*Education Malaysia Global Services

- 4 However, in the event that the student's Visa Approval Letter (VAL) has been rejected by the Immigration Department of Malaysia AND the students are not in good health to study at UniKL, the University shall refund the Tuition Fee, Security Bond and Caution Deposit ONLY and other administration charges **WILL BE FORFEITED**.
- 5 Security Bond and Caution Deposit shall be refunded upon completion of courses or withdrawal of the study.
- 6 In the event that the international student **COMPLETED or WITHDRAW** from the program , the University shall refund the **Security Bond** and **Caution Deposit** according to the following:-
 - i. The international student shall apply for the refund upon completion of study or withdrawal process.
 - ii. Caution Deposit will be paid after deducting all outstanding payments including tuition fee, administration charges, library books and articles not returned, accommodation, and damages caused to the property of the University.
 - iii. Security Bond will be refunded after the completion or withdrawal of the program/course **PROVIDED** that the University has not used the Security Bond for any justifiable reason and with condition that there is no violation of any provision of the Immigration Ordinance 1959 and Immigration Regulations 1963
- 7 Refund will be made to the student's account **ONLY** by cheque.
- 8 Credit balance in the student's accounts due to overpayment of fees will be automatically carried forward by the University to offset against next semester's course fee and **NO REFUND** will be allowed.
- 9 All information is correct at the time of printing and subject to change without prior notice.