PAYMENT AND REFUND POLICIES
(FOR ENROLLMENT DURING MAY 2011 SESSION & BEYOND)

Applicability of Payment and Refund Policies (“Policy”)
- This Policy applies to all students who have successfully enrolled in INTI and completed the registration.
- Students are advised to review this Policy in detail and to take note of the consequences highlighted. For queries or clarification on the Policy, students are to contact Finance Office.

Payment of Fees – Obligation, Penalty and Consequences
- It is the responsibility of each INTI student to ensure timely payment of fees and other related charges associated with the respective programme of study. Details of fees are set out in the Fee Schedule, forwarded with the Offer Letter.
- All fees paid (except deposit) are neither refundable nor transferable once the semester has commenced.

The following would be applicable to new and returning students
- For ‘new students’, i.e. students who are enrolling in a programme for the first time, the deadline to pay all relevant fees would be two (2) weeks after the date that they have enrolled.
- For ‘returning students’, i.e. existing INTI students who are progressing to the next semester, a late payment charge of Ringgit Malaysia Three Hundred (RM300) will be imposed commencing from the second week of the semester, i.e. one (1) week from the start of classes.

Note:-
If at the end of two (2) weeks of enrollment date (for new students) or two (2) weeks of classes start date (for returning students) the fees continue to be outstanding with no justifiable explanation received for the delay, INTI reserves the right to review the status of the student and to take such necessary action as it deems fit, including but not limited to the deregistration of subjects enrolled (auto drop), barring the student from classes and facilities, suspension, withholding of all examination results, certificates and records of the student.

Withdrawal
- A request for withdrawal (including programmes, course and subject of study) must be made on the Student Withdrawal Form and submitted to the relevant Faculty.
- Student Withdrawal Form is available from the Records, Timetabling and Resource Planning Office (formerly known as Office of Admission and Records) (“RTRP Office”).
- Depending on the timing of the request for withdrawal, students may be entitled to the following:
  a. Refund of full tuition fees including deposits if request for withdrawal is made before commencement of the semester; and
  b. Refund of deposits only if the request for withdrawal is made after commencement of the semester.
Please note that:

a. Failure to attend class is not equivalent to withdrawal;
b. All refunds whether fees, deposits, charges or whatsoever payment shall be subject to the right to set-off by INTI against any fees or payments due and owing to INTI. Such adjustments indicated will be made as on the effective date, i.e. the date of receipt of the completed Student Withdrawal Form. The adjustments will be made regardless of whether the student has attended classes or sat for examinations;
c. All claims for refund should be made within three (3) months upon submitting the Student Withdrawal Form;
d. Any refund will be made in the name of the parent/guardian/sponsor as declared in the completed application form; and
e. A student who leaves INTI without a formal withdrawal is deemed to have withdrawn after a lapse of one (1) calendar year. The balance of money in his/her account will be transferred to the Registrar of Monies, if it is not claimed within two (2) years from his/her last enrollment date at INTI.

Deferment

● A request for deferment must be made on the Deferment Form (available from the Faculty) and submitted to the relevant Faculty.
● For requests made after commencement of class, students will not be entitled to any credit of fees.
● Credit of fees for purposes of this policy means an adjustment of fees and it is not equivalent to a cash refund.
● Students are advised to consult Finance Office for further details.

Add and/or Drop of Subjects

● A request to add and/or drop a subject must be made on the Add / Drop Form and submitted to the RTRP Office.
● The Add/Drop Form is available from the Faculty and the RTRP Office.
● For requests made:
  a. During the first week of the semester, students may be entitled to a 100% credit of their fees;
  b. During the second week of the semester, students may be entitled to a 50% credit of their fees;
  c. After the second week of the semester, students will not be entitled to any credit of fees.
● Credit of fees for purposes of this policy means an adjustment of fees and it is not equivalent to a cash refund.
● Students are advised to consult Finance Office for further details.

Inter Campus and Programme Transfer

● A request for transfer (inter campus, within campus, between programmes) must fulfill the following formalities before submitting for approval to the RTRP Office:
  a. Completion of Transfer Form (available from Faculty);
  b. Payment of a transfer fee amounting to Ringgit Malaysia One Hundred (RM100).
● An additional payment of Ringgit Malaysia One Hundred (RM100) may be imposed by the releasing campus where the transfer relates to both institution and programme of study.
● The following students will be liable to pay INTI the current/new tuition fees as applicable on the date of enrollment of the programme:
  a. Students who transfer from one programme to another within the specific INTI institution;
  b. Students who transfer to/from one INTI institution to another; and
  c. Students progressing to a higher level of any program (e.g. from Diploma to Degree programme).
Note:-
- This provision will not apply to students transferring from their original campus (i.e. initial place of study) to another INTI campus for their final year on grounds that the subject(s) is not available at the original campus. These students will be charged the original tuition fee which was applicable at the first intake of that academic year.

Additional Note(s)
- This Policy is effective as on date and constitutes the general terms which are applicable to INTI students regardless of the programme of study.
- Special conditions may be attached / offered to individual programmes / INTI institution. Students are advised to consult the relevant Faculty for clarification/updates in procedures before proceeding on the intended course of action.
- Whilst INTI will endeavour to notify students of any change in this Policy by e-mail broadcasts and announcements on the notice board, it remains the responsibility of the students to read such notifications.
- If there is any inconsistency between the terms of this Policy and the application form or any other document issued by INTI to you, the terms of this Policy shall always prevail.

Note: All exceptions to the above need to be approved by the Campus Principal.

I hereby acknowledge and confirm that I have read and fully understand the above terms and conditions of this Policy, including the consequences and actions that can be taken by INTI in the event of non-compliance. I further undertake to comply with the said terms and conditions, including but not limited to the timely payment of fees.

Name of student: ____________________________  Date: ____________________________
IC No: ____________________________
Programme: ____________________________