



Student Development and Services Department (SDSD)

University College of Technology Sarawak (UCTS)
No.1, Jalan Universiti, 96000 Sibul, Sarawak
Website: www.ucts.edu.my

MEMORANDUM

To : All Students

Date : 21st June 2016

Subject: Refund Policy for Student Withdrawal for Study / Hostel
(Amendment for UCTS Student Code of Conduct: 8.28 Hostel Terms and Conditions)

Source : Minutes of Debt Collection Policy and Management Meeting: 4.9 Hostel Fee

Fee Refund / Charge

Table with 7 columns: Request to quit on, Example (Date), Academic Deposit, Miscellaneous Fee, Hostel Deposit, Hostel Charges, Tuition Fee. Rows include Registration day, Orientation week, 1st to 4th of study week, After 4th of study week, and a section for 'If registers on 2nd of study week, let say 16/2/15' with sub-rows for The spot day, The following day to 4th of study week, and After 4th of study week.

*Remarks: with effect from July semester.

Prepared by,

Signature of Koo Ing Peng
Koo Ing Peng
Finance Executive
Date: 12/5/2016

Checked & Verified by,

Signature of Su Yew Ching
Su Yew Ching
Finance Manager
Date: 13/5/2016

Approved by,

Signature of Mohd Shariffini Bin Mohd Yusuf
Mohd Shariffini Bin Mohd Yusuf
Senior Manager
Date: 13/5/2016