

## BORANG RAYUAN PENANGGUHAN BAYARAN YURAN Appeal for Postponement of Tuition Fees

### ARAHAN KEPADA PELAJAR [INSTRUCTIONS FOR STUDENTS]

1. Sila isi butiran diri dengan lengkap [Please fill in your details].
2. Sila kemukakan borang ke Fakulti masing-masing untuk pengesahan Dekan. [Please submit the form to your respective Faculty for Dean's verification.]
3. Borang yang telah disahkan perlu dikemukakan ke Pusat Pengurusan Akademik untuk kelulusan Pengarah. [Please submit the verified form to the Academic Management Centre for Director's approval].
4. Setelah mendapat kelulusan, sila kemukakan borang ini ke [Upon approval, please submit the form to]:
  - a) Unit Peperiksaan dan Pengijazahan, Bahagian Pengurusan Akademik, Pusat Pengurusan Akademik untuk urusan cetakan slip peperiksaan semester akhir.  
[Examination and Graduation Unit, Academic Management Division, Academic Management Centre for the printing of examination slip.]

### ATAU [OR]

- b) Unit Kemasukan dan Rekod Pelajar, Bahagian Pengurusan Akademik, Pusat Pengurusan Akademik untuk urusan pendaftaran kursus. Sila lampirkan bersama borang pendaftaran kursus HEA (B)-02 [a] **atau** HEA (B)-02 [b] yang diluluskan.  
[Student Admissions and Record Unit, Academic Management Division, Academic Management Centre for course registration. Please attach the verified course registration form HEA (B)-02 [a] **or** HEA (B)-02 [b]].

### A. BUTIRAN DIRI PELAJAR [Student Details]

Nama Penuh [Full Name] : \_\_\_\_\_

No. Matrik [Matric No.] : \_\_\_\_\_ No. KP/ [Passport Number] : \_\_\_\_\_

No. Tel. Bimbit [Mobile No]: \_\_\_\_\_

Fakulti [Faculty]: \_\_\_\_\_

Program Pengajian [Programme]: \_\_\_\_\_

### B. BUTIRAN PERMOHONAN [Application Details]

Saya ingin memohon penangguhan bayaran yuran & lain-lain tunggakan bagi Semester \_\_\_\_\_ Sidang Akademik \_\_\_\_\_  
I would like to apply for postponement of payment for Semester \_\_\_\_\_ Academic Session \_\_\_\_\_

bagi tujuan [for the purpose of] :

Menduduki peperiksaan [Sitting for examination]

ATAU / OR

Pendaftaran kursus [Course registration]

Sila lampirkan bersama borang pendaftaran kursus HEA (B)-02 [a] **atau** HEA (B)-02 [b] yang diluluskan.  
[Please attach the verified course registration form HEA (B)-02 [a] **or** HEA (B)-02 [b]].

Jumlah yuran tertunggak [Total outstanding fee]: RM [MYR] \_\_\_\_\_

Sebab penangguhan [reason of postponement] :

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Saya mengaku maklumat di atas adalah benar. Saya berjanji akan menjelaskan segala yuran dan tuntutan lain yang tertunggak selewat-lewatnya pada:

[ I hereby declare that all information provided is true. I promise to pay of outstanding debt before or by the end of ] :

Tarikh akhir jelaskan yuran dan tuntutan lain :

[Datelines to pay of outstanding debt]: \_\_\_\_\_

Tandatangan Pelajar [Student's Signature : \_\_\_\_\_

Tarikh [Date]: \_\_\_\_\_

### C. SEMAKAN TIMBALAN PENDAFTAR / PENOLONG PENDAFTAR FAKULTI [Review by Deputy / Assistant Registrar of Faculty]

Jumlah sebenar yuran tertunggak [Total outstanding fees] :

**Yuran Semester Semasa**  
Current semester fees : RM [MYR] \_\_\_\_\_

**Yuran Semester Tertunggak**  
Outstanding semester fees : RM [MYR] \_\_\_\_\_

**JUMLAH KESELURUHAN YURAN**  
OVERALL OUTSTANDING FEES : RM [MYR] \_\_\_\_\_

Ulasan [Comment] :

\_\_\_\_\_  
Tandatangan dan Cap Rasmi/  
Signature and Official Stamp

Tarikh/Date :

Sila cetak dan lampirkan bersama status kewangan pelajar dari sistem AMIS. [Please print and attach the student financial status from AMIS System]

### D. PENGESAHAN DEKAN FAKULTI [Verification by Dean of Faculty]

Diperakukan [Verified]

Tidak diperakukan [Not Verified]

Ulasan [Comment] :

\_\_\_\_\_  
Tandatangan dan Cap Rasmi/  
Signature and Official Stamp

Tarikh/Date :

### E. KELULUSAN PENGARAH PUSAT PENGURUSAN AKADEMIK / Approval by Director of Academic Management Centre

Diluluskan penangguhan bayaran bagi tujuan pendaftaran kursus Semester \_\_\_\_\_, Sidang Akademik \_\_\_\_\_  
Postponement approved for the purpose of course registration for Semester \_\_\_\_\_, Academic Session \_\_\_\_\_

Diluluskan penangguhan bayaran bagi tujuan cetakan slip peperiksaan akhir Semester \_\_\_\_\_, Sidang Akademik \_\_\_\_\_  
Postponement approved for the purpose of printing examination slip for Semester \_\_\_\_\_, Academic Session \_\_\_\_\_

Tidak diluluskan [Not Approved]

Jumlah bayaran tertunggak [Total outstanding payment] RM [MYR] \_\_\_\_\_

Tunggakan bayaran perlu dijelaskan selewat-lewatnya pada  
[The outstanding payment must be paid before or by end of] \_\_\_\_\_

Ulasan [Comment] :

\_\_\_\_\_  
Tandatangan dan Cap Rasmi/  
Signature and Official Stamp

Tarikh/Date :

**F. UNTUK KEGUNAAN UNIT KEMASUKAN DAN REKOD PELAJAR /For Student Admissions and Record Unit use**

**Tarikh kemaskini pendaftaran kursus dalam Sistem Informasi Pengurusan Akademik (AMIS)**

*[Date of course registration update in Academic Management Information System (AMIS)] :*

**Ulasan** *[Comment]* :

\_\_\_\_\_  
**Tandatangan Pegawai dan Cap Rasmi/**  
*Officer's Signature and Official Stamp*

**Tarikh/Date :**

**G. UNTUK KEGUNAAN UNIT PEPERIKSAAN DAN PENGIJAZAHAN /For Examination and Graduation Unit use**

**Tarikh cetakan dan serahan slip peperiksaan kepada pelajar**

*[Date of printing and submission of examination slip] :*

**Ulasan** *[Comment]* :

\_\_\_\_\_  
**Tandatangan Pegawai dan Cap Rasmi/**  
*Officer's Signature and Official Stamp*

**Tarikh/Date :**