

STUDENT'S UNDERTAKING

Conditions of Enrollment at Geomatika University College ('GUC')



**UNIVERSITI
GEOMATIKA
MALAYSIA**

DU059(W)

I, Mr./Ms..... NRIC/Passport No.
residing at

do hereby sincerely and solemnly undertake that I will abide by the GUC'S Fee Policy and Rules and all other rules and regulations in respect thereof as informed by GUC to me from time to time. I will not take any legal action or any claim pertaining to my fee should the college's management deduct any arrears of payment of my fees from my sponsorship. Therefore, I shall abide by the rules set as follows ;

1. I am aware that upon registration and payment of all fees and deposits to GUC, I am fully enrolled as a student for the course in GUC.
2. If I fail to pay my fees, I will be barred from classes, examinations and the use of facilities in GUC.
3. **I am aware that processing fee being paid by the students upon application is non-refundable.**
4. **Other related item on registration fees will not be refund after the registration date if there is no refund application being made within that and if the students already receive the item as per stated.**
5. I am aware and understand that upon official withdrawal, the refund of pro-rated tuition fee is as follows;
 - i) Except for Application and Registration Fees, students will be entitled to 80% refund of tuition fee upon official withdrawal before commencement of the semester or before the subject registration occurs.
 - ii) Students are entitled to 50% refund of tuition fee upon official withdrawal during a period between first (1) to third (3) weeks of the semester.
 - iii) No refund of tuition fees shall be made for withdrawal made after the 3rd week of the semester.
 - iv) Students whom are withdrawn for the reason of not fulfilling the entry requirements upon official announcement of examination result shall be entitled to full refund of tuition fees.
6. If I were to apply for deferment after the commencement of a semester, fees will be chargeable upon me and any fee to be transferred to the next semester will be on a pro-rated basis. Upon official deferment, the transfer of pro-rated tuition fee is as follows:
 - i) 100% of the semester fees are transferable upon official deferment before commencement of the semester to the first week.
 - ii) 50% of the semester fees are transferable upon official deferment during a period between two (2) to four (4) weeks of the semester.
 - iii) Except for the registration and library deposits, no transfer of the semester fees shall be transferable for deferment made and effective after 4th week of the semester.
*Administration charge of RM 200 will be imposed on all withdrawals.
7. I am aware that International Students whom could not meet the visa entry requirement are entitled to refund of full tuition fees. Students must provide an official rejection letter from the Malaysia immigration authorities to GUC to obtain refund of the tuition fees.
8. I shall make payments for fees and deposits by bank transfer, bank draft or Authorised Credit Card Transaction only and 2% processing fees shall be charged for payment made through credit card.
9. I am aware that the refund made to students shall be interest-free (except the late payment charges and management fee charged) and may be set-off by GUC for whatsoever payments or debts owed to the GUC.
10. I understand that students who are expelled for academic and disciplinary misconducts shall only be entitled for refundable deposits only.
11. I shall make claim for refund of fees within six (6) months of withdrawal which failure shall result in the amount of refunds accrue in the favour of GUC and henceforth the right to claim shall automatically cease.
12. I shall write in the application for Transfer of programme within 30 days of the commencement of semester. Transfer of tuition fee is at full discretion of GUC. Full tuition fees are only transferable if the application for transfer of programme is made before the commencement of the semester.
13. I understand and aware that GUC reserves the right of using student's personal information for the purpose of university's publicity and/or promotion. The scope of usage of this information may include the publishing of good examination results, the award of price or scholarship, any achievement(s), academic or otherwise and the granting access for his/her information by the GUC.
14. I am aware that GUC shall have the right to cancel International Student's visa and notify the government bodies or agencies should the students remain inactive for not attending the classes and sit for examinations for 6 months without notifying the Registrar in writing.
15. Hereby, I understand and undertake all the terms and policy as above.

**GUC has rights to change the students to other academic programs if the program applied is not being offered for that particular intake.*

Witnessed by,

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(Student's name & NRIC/Passport No.)

.....
(Parent's name/Guardian & NRIC/Passport No.)

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(GUC'S Officer Name & NRIC/Passport No.)