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FORM 3-A APPLICATION TO PARTICIPATE IN FIP FOR PRE-TERTIARY SHORT SEMESTER, TRIMESTER 1F & UNDERGRADUATE SEMESTER 1, 2024 ONLY

A new application is required each semester. If you wish to participate, complete all information and email the signed original **together with the first instalment** before due date to finance@curtin.edu.my or submit it to:

SUBMISSION DEADLINE:

Cashier's Office
 Ground Floor, Building Heron 1
 Curtin University, Malaysia
 CDT 250, 98008 Miri
 Sarawak

Degree Semester 1 – 23 February 2024
 Diploma & Foundation Trimester 1F – 01 March 2024

Student's Name	:		Student ID	:	
Residential Address	:		Contact No 1	:	
			Contact No 2	:	
			E-Mail Address:		
Course	:				

I wish to participate in the Fee Instalment Plan (FIP) offered by the University subject to the terms and conditions imposed by the University.

I have read and fully understood, and agreed to the terms and conditions attached herewith governing the FIP. I hereby authorize the University to debit my account with the premium payable to the University for my participation in the FIP in addition to my total course fee for the semester.

I consent to the collection, use, processing, disclosure and retention by Curtin University and Curtin Malaysia of my personal data (and any sensitive personal data as defined by the Personal Data Protection Act 2010, where applicable) under the terms of Curtin University's Privacy Policy and the Personal Data Protection Act 2010 in Malaysia. (Please visit us at <http://www.curtin.edu.my/wp-content/uploads/2017/04/pdpa.pdf> to view our Personal Data Protection Notice in accordance to the Personal Data Protection Act 2010).

Signature: _____	Date: _____
Name: _____	
ID Number: _____	

Office Use Only:

Date Received:	DN Number:
Posted:	Posting Date:

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FEE INSTALMENT PLAN (FIP) FOR 2017 INTAKE - (PRE- TERTIARY AND UNDERGRADUATE)

Students can enroll in the FIP by submitting an FIP Application Form duly completed and signed. The FIP allows the students to pay their course fees plus the premium payable in 3 equal instalments within the duration of a semester.

Course	Approved Semester Fee	Instalments (inclusive of Premium)	Payment Due Date
Bachelor of Engineering	Total RM 14,848	1 st – RM 5,147.30 2 nd – RM 5,147.30 3 rd – RM 5,147.32 RM 15,441.92	23 February 2024 30 March 2024 30 April 2024
Bachelor of Science (Applied Geology)	Total RM 14,900	1 st – RM 5,165.35 2 nd – RM 5,165.35 3 rd – RM 5,165.30 RM 15,496.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Technology	Total RM11,150	1 st – RM 3,865.35 2 nd – RM 3,865.35 3 rd – RM 3,865.30 RM 11,596.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Commerce Bachelor of Business Administration	Total RM10,956	1 st – RM 3,798.08 2 nd – RM 3,798.08 3 rd – RM 3,798.08 RM 11,394.24	23 February 2024 30 March 2024 30 April 2024
Bachelor of Arts (Mass Comm/Borneo Studies)	Total RM11,200	1 st – RM 3,882.70 2 nd – RM 3,882.70 3 rd – RM 3,882.60 RM 11,648.00	23 February 2024 30 March 2024 30 April 2024

*** This schedule is only applicable if you remain in same course.

FEE INSTALMENT PLAN (FIP) FOR 2018 to 2021 INTAKE - (PRE- TERTIARY AND UNDERGRADUATE)

Students can enroll in the FIP by submitting an FIP Application Form duly completed and signed. The FIP allows the students to pay their course fees plus the premium payable in 3 equal instalments within the duration of a semester.

Course	Approved Semester Fee	Instalments (inclusive of Premium)	Payment Due Date
Bachelor of Engineering	Total RM 14,848	1 st – RM 5,147.30 2 nd – RM 5,147.30 3 rd – RM 5,147.32 RM 15,441.92	23 February 2024 30 March 2024 30 April 2024
Bachelor of Science (Applied Geology) Bachelor of Science (Psychological Science)	Total RM 14,900	1 st – RM 5,165.35 2 nd – RM 5,165.35 3 rd – RM 5,165.30 RM 15,496.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Science (Health, Safety and Environment)	Total RM 14,583	1 st – RM 5,055.44 2 nd – RM 5,055.44 3 rd – RM 5,055.44 RM 15,166.32	23 February 2024 30 March 2024 30 April 2024
Bachelor of Computing	Total RM 14,132	1 st – RM 4,899.10 2 nd – RM 4,899.10 3 rd – RM 4,899.08 RM 14,697.28	23 February 2024 30 March 2024 30 April 2024
Bachelor of Applied Science (Construction Management)	Total RM 13,836	1 st – RM 4,796.48 2 nd – RM 4,796.48 3 rd – RM 4,796.48 RM 14,389.44	23 February 2024 30 March 2024 30 April 2024
Bachelor of Technology	Total RM11,150	1 st – RM 3,865.35 2 nd – RM 3,865.35 3 rd – RM 3,865.30 RM 11,596.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Commerce Bachelor of Business Administration Bachelor of Communications	Total RM11,200	1 st – RM 3,882.70 2 nd – RM 3,882.70 3 rd – RM 3,882.60 RM 11,648.00	23 February 2024 30 March 2024 30 April 2024

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FEE INSTALMENT PLAN (FIP) FOR 2022 to 2023 INTAKE - (PRE- TERTIARY AND UNDERGRADUATE)

Students can enroll in the FIP by submitting an FIP Application Form duly completed and signed. The FIP allows the students to pay their course fees plus the premium payable in 3 equal instalments within the duration of a semester.

Course	Approved Semester Fee	Instalments (inclusive of Premium)	Payment Due Date
Bachelor of Engineering	Total RM14,848	1 st – RM 5,147.30 2 nd – RM 5,147.30 3 rd – RM 5,147.32 RM 15,441.92	23 February 2024 30 March 2024 30 April 2024
Bachelor of Science (Applied Geology) Bachelor of Science (Psychological Science)	Total RM14,900	1 st – RM 5,165.35 2 nd – RM 5,165.35 3 rd – RM 5,165.30 RM 15,496.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Science (Health, Safety and Environment)	Total RM14,583	1 st – RM 5,055.44 2 nd – RM 5,055.44 3 rd – RM 5,055.44 RM 15,166.32	23 February 2024 30 March 2024 30 April 2024
Bachelor of Computing	Total RM14,132	1 st – RM 4,899.10 2 nd – RM 4,899.10 3 rd – RM 4,899.08 RM 14,697.28	23 February 2024 30 March 2024 30 April 2024
Bachelor of Applied Science (Construction Management)	Total RM13,836	1 st – RM 4,796.48 2 nd – RM 4,796.48 3 rd – RM 4,796.48 RM 14,389.44	23 February 2024 30 March 2024 30 April 2024
Bachelor of Technology	Total RM11,150	1 st – RM 3,865.35 2 nd – RM 3,865.35 3 rd – RM 3,865.30 RM 11,596.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Commerce Bachelor of Business Administration Bachelor of Communications	Total RM11,200	1 st – RM 3,882.70 2 nd – RM 3,882.70 3 rd – RM 3,882.60 RM 11,648.00	23 February 2024 30 March 2024 30 April 2024
Foundation in Arts & Commerce Foundation in Engineering & Science *Trimester 1F *Trimester commences 04 March 2024	Total RM8,550	1 st – RM 2,964.00 2 nd – RM 2,964.00 3 rd – RM 2,964.00 RM 8,892.00	01 March 2024 30 April 2024 30 May 2024
Foundation of Arts *Trimester 1F *Trimester commences 04 March 2024	Total RM7,984	1 st – RM 2,767.80 2 nd – RM 2,767.80 3 rd – RM 2,767.76 RM 8,303.36	01 March 2024 30 April 2024 30 May 2024
Diploma of Commerce Diploma of Media Studies *Trimester 1F *Trimester commences 04 March 2024	Total RM6,270	1 st – RM 2,173.60 2 nd – RM 2,173.60 3 rd – RM 2,173.60 RM 6,520.80	01 March 2024 30 April 2024 30 May 2024
Diploma of Information Technology *Trimester 1F *Trimester commences 04 March 2024	Total RM7,125	1 st – RM 2,470.00 2 nd – RM 2,470.00 3 rd – RM 2,470.00 RM 7410.00	01 March 2024 30 April 2024 30 May 2024

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FEE INSTALMENT PLAN (FIP) FOR 2024 INTAKE - (PRE- TERTIARY AND UNDERGRADUATE)

Students can enroll in the FIP by submitting an FIP Application Form duly completed and signed. The FIP allows the students to pay their course fees plus the premium payable in 3 equal instalments within the duration of a semester.

Course	Approved Semester Fee	Instalments (inclusive of Premium)	Payment Due Date
Bachelor of Engineering	Total RM14,848	1 st – RM 5,147.30 2 nd – RM 5,147.30 3 rd – RM 5,147.32 RM 15,441.92	23 February 2024 30 March 2024 30 April 2024
Bachelor of Science (Applied Geology) Bachelor of Science (Psychological Science)	Total RM14,900	1 st – RM 5,165.35 2 nd – RM 5,165.35 3 rd – RM 5,165.30 RM 15,496.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Science (Health, Safety and Environment)	Total RM14,583	1 st – RM 5,055.44 2 nd – RM 5,055.44 3 rd – RM 5,055.44 RM 15,166.32	23 February 2024 30 March 2024 30 April 2024
Bachelor of Computing	Total RM14,132	1 st – RM 4,899.10 2 nd – RM 4,899.10 3 rd – RM 4,899.08 RM 14,697.28	23 February 2024 30 March 2024 30 April 2024
Bachelor of Applied Science (Construction Management)	Total RM13,836	1 st – RM 4,796.48 2 nd – RM 4,796.48 3 rd – RM 4,796.48 RM 14,389.44	23 February 2024 30 March 2024 30 April 2024
Bachelor of Technology	Total RM11,150	1 st – RM 3,865.35 2 nd – RM 3,865.35 3 rd – RM 3,865.30 RM 11,596.00	23 February 2024 30 March 2024 30 April 2024
Bachelor of Commerce Bachelor of Business Administration Bachelor of Communications	Total RM11,200	1 st – RM 3,882.70 2 nd – RM 3,882.70 3 rd – RM 3,882.60 RM 11,648.00	23 February 2024 30 March 2024 30 April 2024
Foundation in Arts & Commerce Foundation in Engineering & Science *Trimester 1F *Trimester commences 04 March 2024	Total RM9,400	1 st – RM 3,258.66 2 nd – RM 3,258.66 3 rd – RM 3,258.68 RM 9,776.00	01 March 2024 30 April 2024 30 May 2024
Diploma of Commerce Diploma of Media Studies *Trimester 1F *Trimester commences 04 March 2024	Total RM6,270	1 st – RM 2,173.60 2 nd – RM 2,173.60 3 rd – RM 2,173.60 RM 6,520.80	01 March 2024 30 April 2024 30 May 2024
Diploma of Information Technology *Trimester 1F *Trimester commences 04 March 2024	Total RM7,125	1 st – RM 2,470.00 2 nd – RM 2,470.00 3 rd – RM 2,470.00 RM 7410.00	01 March 2024 30 April 2024 30 May 2024

*** This schedule is only applicable if you remain in same course.

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Terms and conditions:

1. Fee Instalment Plan (FIP) is offered to both Malaysian students (new and current) and International students (current only), who are not scholarship holders, for all courses except HDR and IEP programs. and open for application until:

Degree Semester 1 – **23 February 2024**
Diploma & Foundation Trimester 1F – **01 March 2024**

The University shall levy a premium of 4% of the total course fee per semester if students wish to participate in FIP. Students' account with the University shall be debited with the said premium once FIP application is accepted by the University. The rate of premium maybe changed from time to time at the absolute discretion of the University.

2. Students' course fees (excluding MPU units) plus premium are to be paid in 3 equal instalments within the duration of a semester. The FIP participation is only accepted by the University if the **1st instalment** has been paid no later than the application due date or upon submission of the FIP form.
3. The said premium amount may be adjusted (increased or reduced) in the event of any addition / dropping of subjects within the specified deadlines published by the Student Services of the University.
4. MPU/MOHE units (applicable for Undergraduate Degree students) are not included in the FIP and must be paid before the payment due date or late payment penalty (RM100) will be imposed by the University.
5. Past due charges from a previous semester cannot be included in the current FIP.
6. An additional late payment penalty of RM50 (Foundation) or RM 100 (Degree and Postgraduate) per instalment will be imposed by the University for instalment received after the due date. At the same time, access to certain campus facilities may also be barred including sitting for the final examination if students' account remains outstanding.
7. Prior participation – A new application must be submitted every semester. Participation in FIP does not carry over from semester to semester. Student must apply for the FIP every semester.
8. The University reserves the rights to review and alter any terms and conditions herein from time to time at the absolute discretion of the University.
9. The University reserves the right to terminate or end the FIP at any time the University deems fit and in the event that University decides to terminate or end the FIP, all outstanding fees become payable forthwith without any notice or demand to students and students must forthwith and immediately pay all outstanding to the University.

Should you have any enquiry regarding the plan, please contact us at finance@curtin.edu.my or +6 085-630021.