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FORM 3-A APPLICATION TO PARTICIPATE IN FIP FOR POSTGRADUATE (COURSEWORK) SEMESTER 1, 2025 ONLY

A new application is required each semester. If you wish to participate, please fill in all the information and email the signed form **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
Lot 13149, Block 5 Kuala Baram Land District,
CDT 250, 98009 Miri,
Sarawak, Malaysia.

Postgraduate Semester 1 **– 21 February 2025**

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 2021 to 2024 INTAKE-INDICATIVE COURSE FEE
(POSTGRADUATE BY COURSE WORK)**

Course	Approved Semester Fee	Instalments (inclusive of Premium)	Payment Due Date
Master of Public Health (Semester 1) Graduate Certificate / Diploma in Public Health 100 Credit Hours	Total RM 14,278.00	1st –RM 4,949.70 2nd– RM 4,949.70 3rd –RM 4,949.72 RM 14,849.12	21 February 2025 30 March 2025 30 April 2025
Master of Science (Project Management) (Semester 1) Graduate Certificate / Diploma in Project Management 100 Credit Hours	Total RM 13,100.00	1st –RM 4,541.35 2nd– RM 4,541.35 3rd –RM 4,517.30 RM 13,624.00	21 February 2025 30 March 2025 30 April 2025
Master of International Business (Semester 1) 100 Credit Hours	Total RM 15,800.00	1st –RM 5,477.35 2nd–RM 5,477.35 3rd –RM 5,477.30 RM 16,432.00	21 February 2025 30 March 2025 30 April 2025
Master of Science (Sustainable Aquaculture) (Semester 1) 100 Credit Hours	Total RM 17,384.00	1st –RM 6,026.45 2nd–RM 6,026.45 3rd –RM 6,026.46 RM 18,079.36	21 February 2025 30 March 2025 30 April 2025
Graduate Certificate / Diploma in Policy Science (Semester 1) 100 Credit Hours	Total RM 15,856.00	1st –RM 5,496.75 2nd–RM 5,496.75 3rd –RM 5,496.74 RM 16,490.24	21 February 2025 30 March 2025 30 April 2025

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

**FEE INSTALMENT PLAN (FIP) FOR 2025 INTAKE-INDICATIVE COURSE FEE
(POSTGRADUATE BY COURSE WORK)**

Course	Approved Semester Fee	Instalments (inclusive of Premium)	Payment Due Date
Master of Public Health (Semester 1) Graduate Certificate / Diploma in Public Health 100 Credit Hours	Total RM 16,400.00	1st –RM 5,685.33 2nd– RM 5,685.33 3rd –RM 5,685.34 RM 17,056.00	21 February 2025 30 March 2025 30 April 2025
Master of Science (Project Management) (Semester 1) Graduate Certificate / Diploma in Project Management 100 Credit Hours	Total RM 14,800.00	1st –RM 5,130.67 2nd– RM 5,130.67 3rd –RM 5,130.66 RM 15,392.00	21 February 2025 30 March 2025 30 April 2025
Master of International Business (Semester 1) 100 Credit Hours	Total RM 15,800.00	1st –RM 5,477.35 2nd–RM 5,477.35 3rd –RM 5,477.30 RM 16,432.00	21 February 2025 30 March 2025 30 April 2025
Graduate Certificate / Diploma in Policy Science (Semester 1) 100 Credit Hours	Total RM 15,856.00	1st –RM 5,496.75 2nd–RM 5,496.75 3rd –RM 5,496.74 RM 16,490.24	21 February 2025 30 March 2025 30 April 2025

*** 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:

Postgraduate Semester 1 - **21 February 2025**

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 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. Past due charges from a previous semester cannot be included in the current FIP.
5. An additional late payment penalty RM200 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 access to results and academic transcripts if students' account remains outstanding.
6. 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.
7. 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.
8. 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.