



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

FINANCE DIVISION

1st Floor, Trustworthy Central Complex, No. 1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur
Tel: 03-6187 6900 Fax: 03-6184 1900

STUDENT'S FINANCE HANDBOOK

**STUDENTS ARE ADVISED TO READ AND UNDERSTAND
THE CONTENT**

Instructions:

1. Students must read and understand the contents before signing the declaration.
2. Students must return the declaration form to the office of Students Finance Department as instructed by the Director of Finance Division.
3. Student may consult with the officer from Finance Division regarding the finance matter.
4. The Finance Division has the right to make any amendment.

INTRODUCTION

Finance Division was established with the objective of providing the best service and support to the clients of the International Islamic College (IIC). It has played important roles in helping IIC to achieved its Vision and Mission since the establishment of IIC and is proven effective in providing sustainable progress to the development of IIC.

The main aims of Finance Division are:

1. Providing Information of finance matter to the respective clients
2. Assisting students on their study loan or scholarship application
3. Providing students with the latest information on their account statement
4. Handling the collection of tuition fees and other fees
5. Granting approval on student's request for withdrawal from college, withdrawal of subject or course, study leave and graduation.

Therefore, providing the best service to all IIC's clients is the main aims of Finance Division to ensure sustainable progress of the International Islamic College (IIC) in future.

***ENROLLMENT FEES (ALL COURSES)**

TYPE OF PROGRAMME	LOCAL	INTERNATIONAL
CERTIFICATE, FOUNDATION, DIPLOMA	RM850.00	RM1525.00
DEGREE	RM1000.00	RM1775.00

INTERNATIONAL STUDENT

ENROLLMENT FEE	Based on programme
STUDENT PASS(EMGS)	110.00
INSURANCE (EMGS)	500.00
PROCESSING (EMGS)	1000.00
INTERNATIONAL CARD (EMGS)	50.00
PROCESSING (IIC)	340.00
MEDICAL SCREENING (EMGS)	250.00
PERSONAL BOND (IIC)	200 - 2000.00(BASED ON COUNTRY)
TUITION FEE (First payment for 30 credit hours)	BASED ON FEES BY PROGRAMMES

PASSPORT RENEWAL (INTERNATIONAL STUDENT)

INSURANCE (EMGS)	500.00
STUDENT PASS (EMGS)	110.00
PROCESSING (EMGS)	140.00
PROCESSING (IIC)	200
INTERNATIONAL CARD (EMGS)	50.00
TOTAL PAYMENT FOR RENEWAL	1000.00

OTHER CHARGES

TYPE OF FEES	TYPE	DESCRIPTIONS
ACCOMODATION	RM220.00 - RM350.00	Monthly accommodation fees are inclusive of feeder bus services, basic accommodation facilities e.g. bed, mattress, wardrobe and study table, and warden/fellow services. Exclusive of monthly utility bills/deposits Water/Electricity. Please bring your pillow, blanket, bed sheet and other belongings.
KEY DEPOSIT	RM10.00	Students staying at accommodation provided by college only.

*** Subject to change**

**** Library fee should be paid every YEAR (RM 100.00)**

**** Hostel fee should be paid every MONTH**

***FEE STRUCTURE FOR CERTIFICATE PROGRAMME**

TUITION FEES

PROGRAMME	TOTAL CREDIT HOURS	LOCAL STUDENT		INTERNATIONAL STUDENT	
		RATE PER CREDIT HOUR (RM)	FULL PROGRAMME FEES (RM)	RATE PER CREDIT HOUR (RM)	FULL PROGRAMME FEES (RM)
FOUNDATION IN ARTS	50	180.00	9000.00	240.00	12,000.00
CERTIFICATE IN BUSINESS ADMINISTRATION	60	97.50	5,850.00	200.00	12,000.00
CERTIFICATE IN EARLY CHILDHOOD EDUCATION	60	119.50	7,170.00	200.00	12,000.00
CERTIFICATE IN ENFORCEMENT MANAGEMENT	60	119.50	7,170.00	200.00	12,000.00
CERTIFICATE IN ENGLISH	60	119.50	7,170.00	200.00	12,000.00

*** Subject to change**

Name :
I/C No :
Signature :
Date :

***FEE STRUCTURE FOR DIPLOMA PROGRAMME**

PROGRAMME	TOTAL CREDIT HOURS	LOCAL STUDENT		INTERNATIONAL STUDENT	
		RATE PER CREDIT HOUR (RM)	FULL PROGRAMME FEES (RM)	RATE PER CREDIT HOUR (RM)	FULL PROGRAMME FEES (RM)
DIPLOMA IN BUSINESS ADMINISTRATION	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN ISLAMIC EARLY CHILDHOOD EDUCATION	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN COMPUTER SCIENCE	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN ACCOUNTING	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN CONTEMPORARY ISLAMIC SCIENCE	92	185.00	17,020.00	210.00	19,320.00
DIPLOMA IN INFORMATION TECHNOLOGY	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN OFFICE MANAGEMENT	92	185.00	17,020.00	210.00	19,320.00
DIPLOMA IN MARKETING MANAGEMENT	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN CREATIVE ANIMATION	92	185.00	17,020.00	340.00	31,280.00
DIPLOMA IN ISLAMIC BANKING AND FINANCE	92	185.00	17,020.00	340.00	31,280.00
DIPLOMA IN GRAPHIC DESIGN	92	185.00	17,020.00	340.00	31,280.00
DIPLOMA IN ENFORCEMENT MANAGEMENT	92	185.00	17,020.00	273.00	25,116.00

DIPLOMA IN RISK MANAGEMENT	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN HALAL MANAGEMENT	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN LAW	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN BUSINESS ADMINISTRATION(ODL)	92	130.50	12,000.00	-	-
DIPLOMA IN ISLAMIC EARLY CHILDHOOD EDUCATION(ODL)	92	130.50	12,000.00	-	-
DIPLOMA IN SYARI'AH AL-ISLAMIYYAH	92	185.00	17,020.00	273.00	25,116.00
DIPLOMA IN INTERNATIONAL BUSINESS	92	185.00	17,020.00	273.00	25,116.00

* Subject to change

Name :
I/C No :
Signature :
Date :

***FEE STRUCTURE FOR BACHELOR DEGREE PROGRAMME**

TUITION FEES

PROGRAMME	TOTAL CREDIT HOURS	LOCAL STUDENT		INTERNATIONAL STUDENT	
		RATE PER CREDIT HOUR (RM)	FULL PROGRAMME FEES (RM)	RATE PER CREDIT HOUR (RM)	FULL PROGRAM ME FEES (RM)
BA (HONS) EARLY CHILDHOOD STUDIES (INTERNATIONAL) 3+0 IN COLLABORATION WITH TEESIDE UNIVERSITY, UK	120	350.00	42,000.00 (3 YEARS) 28,000.00 (2 YEARS)	500.00	60,000.00 (3 YEARS) 40,000.00 (2 YEARS)
BA (HONS) IN BUSINESS MANAGEMENT STUDIES (INTERNATIONAL) 3+0 IN COLLABORATION WITH TEESIDE UNIVERSITY, UK	120	350.00	42,000.00 (3 YEARS) 28,000.00 (2 YEARS)	500.00	60,000.00 (3 YEARS) 40,000.00 (2 YEARS)
BACHELOR OF BUSINESS (ENTREPRENEURSHIP) 3+0 IN COLLABORATION WITH FEDERATION UNIVERSITY, AUSTRALIA	120	350.00	42,000.00 (3 YEARS) 28,000.00 (2 YEARS)	460.00	55,200.00 (3 YEARS) 36,800.00 (2 YEARS)
BACHELOR OF COMMERCE (ACCOUNTING) 3+0 IN COLLABORATION WITH FEDERATION UNIVERSITY, AUSTRALIA	120	350.00	42,000.00 (3 YEARS) 28,000.00 (2 YEARS)	460.00	55,200.00 (3 YEARS) 36,800.00 (2 YEARS)

*** Subject to change**

Name :
I/C No :
Signature :
Date :

ENROLLMENT FEE

1. For former IIC's Certificate Programme students who further their studies to IIC's Diploma Programme, 50% of overall Enrollment Fees will be deducted from their Enrollment Fees for Diploma Programme.
2. For former IIC's Diploma Programme students who further their studies to IIC's Bachelor Degree Programme, 50% of overall Enrollment Fees will be deducted from their Enrollment Fees for Bachelor Degree Programme.
3. Students who are dismissed and readmitted with a new student I.D number or continue CGPA, are required to pay re-admission fees of RM100 per-admission.
4. Students who are requested to be admitted to the programme were compulsory to settle their outstanding fees. Students without any outstanding fee are eligible for requesting for readmission programme.
5. For local students, who are not able to pay one lump sum amount for the enrollment fee, they are allowed to pay in 2 staggered payments (50/50):
 - 1st payment : during registration day
 - 2nd payment : 1 month after the registration day (the balance)

TUITION FEES

1. Tuition fees are the fees charged to students based on the total credit hours registered **after the end of Add/Drop Period**. Please refer to the table for fees' structure table for rate charged for each category of students.
2. According to Students' Academic Rules & Policies, the Add/Drop Session will end 2 weeks after the issuance of Students' individual confirmation slip. Charging process for tuition fees will officially start after Add/Drop Session ends.
3. All International students (new intake) shall pay/are compulsory to pay for 30 credit hours (minimum) in advance for tuition fees. This condition is compulsory to all new intakes for international students.
4. The students shall pay the invoice in fourteen(14) working days after the invoice date. If they fail to do so, the students shall be blocked from attending the class and accessing the Students Portal.
5. The **1st Reminder Letter** will be issued after 14 days end.
6. The **Final Reminder Letter** will be issued if debt is still outstanding after thirty (30) days of 1st reminder letter.
7. The **Notice of Demand (NOD)** will be issued if debt is still outstanding after thirty (30) days of final reminder letter.
8. For any overdue, administration charge of "Late Payment" is RM1/day for Local Students and RM5/day for International Students.
9. Reactivation of Students Portal upon settlement of all outstanding amounts is RM50.
10. Students shall pay their current semester tuition fees, if failed to pay, the college has the right to:
 - a) Block from attending the class and accessing the Student Portal.
 - b) Block the registration for coming semester.

- c) Block the examination result for this semester.
 - d) Hold his/her certificate, diploma or degree.
11. For students who have withdrawn from the College, or differ, tuition fees will be charged as follow:
- i) **Before Add/Drop Session officially ends.**
 - No fees will be charged to students.
 - ii) **After Add/Drop Session ends but before 7th week of Semester(Long Semester) or 4th week of Semester (Short Semester).**
 - Student will be charged 50% of tuition fees and other fees charged for that semester.
 - iii) **After 7th week (Long Semester) or 4th week (Short Semester).**
 - Student will be charged 100% of tuition fees and other fees charged for that semester.

Name :
I/C No :
Signature :
Date :

REFUND

1. Refund form

- Filled by applicant and should be approved by the authorized officer.
- Applicant has to provide Accounts Number for payment process.
- Attach the refund forms with relevant documents such as invoices/receipts/accounts statement.

2. Students are entitled to get reimbursement with the followings conditions:

- Students are not entitled to get reimbursement from the enrollment fee.
- Others fees (e.g : hostel fees, excess of payments including by sponsor) have to get approval by the authorized officer.
- If a students who withdraw from IIC and already paid all the fees early of semester entitled to get reimbursement with following conditions:

(a) **Before Add/Drop Session officially ends.**

- (i) 100% refund for tuition fees

(b) **After Add/Drop Session ends but before 7th week of Semester(Long Semester) or 4th week of Semester (Short Semester).**

- (i) Students will get 50% refund for tuition fees and other fees from that semester.

WITHDRAWAL OF SUBJECT

1. Any withdrawal of subject shall be paid to Finance Division.

- After add/drop (RM100.00)

2. The subject withdrawn will remain because it has already been registered as a subject for that semester.

Name :
I/C No :
Signature :
Date :

DISMISSAL AND READMISSION

1. Dismissed students who apply for readmission (Clean State @ Continuing CGPA), the fees charged are as current fees.
2. Readmission fees of RM100.00 shall be charged and the payment shall be paid at FINANCE DIVISION. Students are requested to pay in full amount.
3. Students are requested to settle their Outstanding Fees before proceeding to their application for readmission.
4. All application should be submitted in the first week of the semester.

PAYMENT FOR READMISSION, WITHDRAWAL FROM IIC & STUDY LEAVE

- Any application to withdraw or to take study leave shall obtain approval from FINANCE DIVISION before submitting the application form to Academic Affairs Division (ACAD). Students are requested to settle any outstanding fees before getting approval from the Finance Division.

GRADUATING STUDENTS

- Students who listed as 'Graduating' are requested to settle any outstanding fees to Finance Division before the graduation.

APPLICATION FOR ACADEMIC PARTIAL AND FULL ACADEMIC TRANSCRIPT

- Students who wish to apply Partial or Full Academic Transcript are requested to settle any outstanding fees before proceeding with their application. Approval from Finance Division is needed and only students without any outstanding fees granted with the proposal.

Name :
I/C No :
Signature :
Date :

OTHER CHARGES

1. Fees charges which shall be paid to FINANCE DIVISION:

- | | |
|---|------------|
| a) Academic Partial transcript | (RM2.00) |
| b) Academic Full transcript | (RM5.00) |
| c) Readmission fee | (RM100.00) |
| d) Withdrawal of subject | |
| ▪ After add/drop | (RM100.00) |
| e) Re-sit of end-of-semester examinations | (RM 50.00) |
| f) Special Examinations | (RM 50.00) |
| g) Statement of Accounts | (RM 2.00) |
| h) MUET & Intensive English | (RM250.00) |

Any amendment, alteration and the like of this Rule and Policy shall be made at the sole and absolute discretion of FINANCE DIVISION and shall be advised to the student.

MODE OF PAYMENT

The payment for the student's fee may be made in either of the following ways:

1. Cash
2. Banker's cheque.
3. Bank-in. Payment can be made at any Bank Islam Malaysia Berhad under the name of **IIUM HIGHER EDUCATION SDN. BHD. (ACC NO: 14162010002061)**. Prove the payment, the bank-in-slip has to:
 - Fax to FINANCE DIVISION (03-61841900) *for issuance of official receipt.*
4. Credit Card/Debit Card.

Name :
I/C No :
Signature :
Date :