

**BORANG PENGESAHAN KADAR DENDA
CONFIRMATION OF PENALTY AMOUNT FORM
INSTITUT PENGAJIAN SISWAZAH / INSTITUTE OF GRADUATE STUDIES**

BAHAGIAN A **UNTUK DILENGKAPKAN OLEH PELAJAR**
SECTION A **TO BE COMPLETE BY STUDENT**

Nama / Name : _____
No. Matrik / Matric No. : _____
Program / Programme : _____
Bidang / Field of Study : _____
Fakulti / Faculty : _____

.....
Tandatangan Pelajar / Student's Signature

.....
Tarikh / Date

BAHAGIAN B **UNTUK KEGUNAAN INSTITUT PENGAJIAN SISWAZAH**
SECTION B **FOR INSTITUTE OF GRADUATE STUDIES USE**

Butiran kadar denda adalah seperti berikut / The details of penalty amount is as follows :

- Kelewatan pendaftaran kursus & semester
Late registration & course of the semester
RM 30.00 + [RM 10.00 X ____ hari/days (Dari/From hingga/until)] = RM
- Kelewatan tambah / gugur kursus secara atas talian
Late of add / drop courses online
RM 10.00 X ____ hari / days (Dari / From hingga / until) = **RM**
- Kelewatan Pendaftaran Kursus secara atas talian
Late course registration online
RM 30.00 X ____ Bil. Kursus / Number of subject = **RM**
- Rosak / hilang transkrip
Damaged / lost transcript = **RM**
- Rosak / hilang skrol
Damaged / lost scroll = **RM**
- Rayuan Meneruskan Pengajian (Gagal atau Diberhentikan)
Appeal to continue study (fail or dismissed) = **RM**
- Rayuan semakan semula gred keputusan (kadar satu (1) mata pelajaran)
Appeal for re-check result grade (per subject)
RM 100.00 X ____ Bil. Kursus / Number of subject = **RM**
- Lain-lain Denda (Nyatakan) / Other penalty charged = **RM**

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DISEDIAKAN OLEH / PREPARED BY	DISAHKAN OLEH UNIT KEWANGAN IPS / CERTIFIED BY FINANCE UNIT
<p>..... Tandatangan & Cop Rasmi <i>Signature & Official Stamp</i> Tarikh / Date :</p>	<p>..... Tandatangan & Cop Rasmi <i>Signature & Official Stamp</i> Tarikh / Date :</p>

**SISTEM DENDA DAN BAYARAN PENGURUSAN HAL EHWAL PENGAJIAN SISWAZAH
(FINE CHARGES AND PAYMENT RELATED TO ACADEMIC AFFAIR ADMINISTRATION)**

Bil.	Perkara/Topic	Kadar/Charges
1.	Kelewatan Pendaftaran Kursus (+ pra pendaftaran)/ <i>Late Course Registration (+ pre-registration)</i>	RM30.00 satu kursus (<i>per course</i>)
2.	Kelewatan Mengambil Slip Jadual Kuliah / <i>Late Collection of Class Schedule Slip</i>	RM5.00
3.	Kelewatan Tambah Gugur Kursus Secara Berkomputer / <i>Late Online Add and Drop Course</i>	RM10.00 sehari (<i>per day</i>)
4.	Kelewatan Mengambil Slip Semakan Penambahan & Pengguguran Kursus / <i>Late Collection of Add and Drop Verification Slip</i>	RM5.00 sehari (<i>per day</i>)
5.	Kelewatan Mengambil Slip Menduduki Peperiksaan / <i>Late Collection of Examination Slip</i>	RM10.00 sehari (<i>per day</i>)
6.	Slip Menduduki Peperiksaan Rosak atau Hilang / <i>Damaged or Lost Examination Slip</i>	RM10.00
7.	Slip Keputusan Peperiksaan Rosak atau Hilang / <i>Damaged or Lost Examination Result Slip</i>	RM5.00 satu salinan (<i>per copy</i>)
8.	Kelewatan Memulangkan Pakaian Akademik (Jubah) / <i>Late Return of Academic Attire (Robe)</i>	RM10.00 sehari (<i>per day</i>)
9.	Pakaian Akademik (Jubah) Rosak atau Hilang / <i>Damaged or Lost Academic Attire (Robe)</i>	RM400.00
10.	Hilang atau Rosak Motar Board (Topi) / <i>Damaged or Lost Mortar Board</i>	RM80.00
11.	Hilang atau Rosak Hood (Serempang) / <i>Damaged or Lost Hood</i>	RM50.00
12.	Hilang / Rosak Semua Pakaian Akademik (Jubah) / <i>Damaged or Lost Academic Attire Set</i>	RM450.00
13.	Hilang / Rosak Transkrip / <i>Damaged or Lost Transcript</i>	RM10.00
14.	Hilang / Rosak Kad Matrik / <i>Damaged or Lost Matric Card</i>	RM50.00
15.	Hilang / Rosak Ijazah / <i>Damaged or Lost Degree Scroll</i>	RM60.00 (Bahasa Melayu/Bahasa Inggeris) (<i>Degree Scroll in Malay & English</i>)
16.	Lain-Lain / Others : - Kelewatan Mendaftar (Pelajar Lama) / <i>Late Semester Registration</i> - Kelewatan Menghantar Borang Pengijazahan / <i>Late Submission of Graduate Form</i> - Pelajar Tidak Membuat Pra Pendaftaran / <i>Did not Complete Pre-Registration</i> - Rayuan Semakan Semula Gred Keputusan (Kadar 1 Mata Pelajaran) / <i>Appeal for Re-check Result Grade (Per Subject)</i> - Rayuan Meneruskan Pengajian (Gagal atau Diberhentikan) / <i>Appeal to Continue Study (Fail or Dismissed)</i>	RM10.00 sehari (<i>per day</i>) RM5.00 sehari (<i>per day</i>) RM5.00 RM100.00 RM25.00