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Student's Financial Section

BURSAR'S OFFICE

With Knowledge We Serve Agriculture • Innovation • Life





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BRIEFING FOR NEW POSTGRADUATE STUDENTS SECOND SEMESTER 2024/2025

SPEAKER

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Student's Financial Section



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INTRODUCTION AND ROLES

Student's Financial Section is a section under UPM's Bursar Office which handles both **Undergraduate** and **Postgraduates** students financial matter such as:

1

Creation of ledger to records tuition fee's charges and payments.



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2

To bill the students
as well as the
sponsors

To refund any
excess due to
ledger
adjustment

3



4

To block/
barred
students
with
outstanding
from
registration/
exam result.



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What **causes** students to be **barred** from registering the courses?



- **OUTSTANDING FEES**
- **OUTSTANDING FINE AND SUMMONS**



I have **outstanding fees** but i am **under sponsorship** will pay directly to UPM's account. Will I be barred from courses registration?



Students are allowed to register.





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PAYMENT METHODS



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<https://landing-pages.flywire.com/landing/upm>



Register your payment details

Enter your payment details in our international payment portal to let us know your payment is coming.

Make your payment

Follow the instructions provided to make your payment. To send your funds via bank transfer, **you may need to visit your bank online or in person.**

Flywire completes the exchange

Flywire performs the foreign exchange and transfers the funds to our institution.

Funds delivered

Your payment will be delivered to our institution and your student account is updated to reflect your payment.

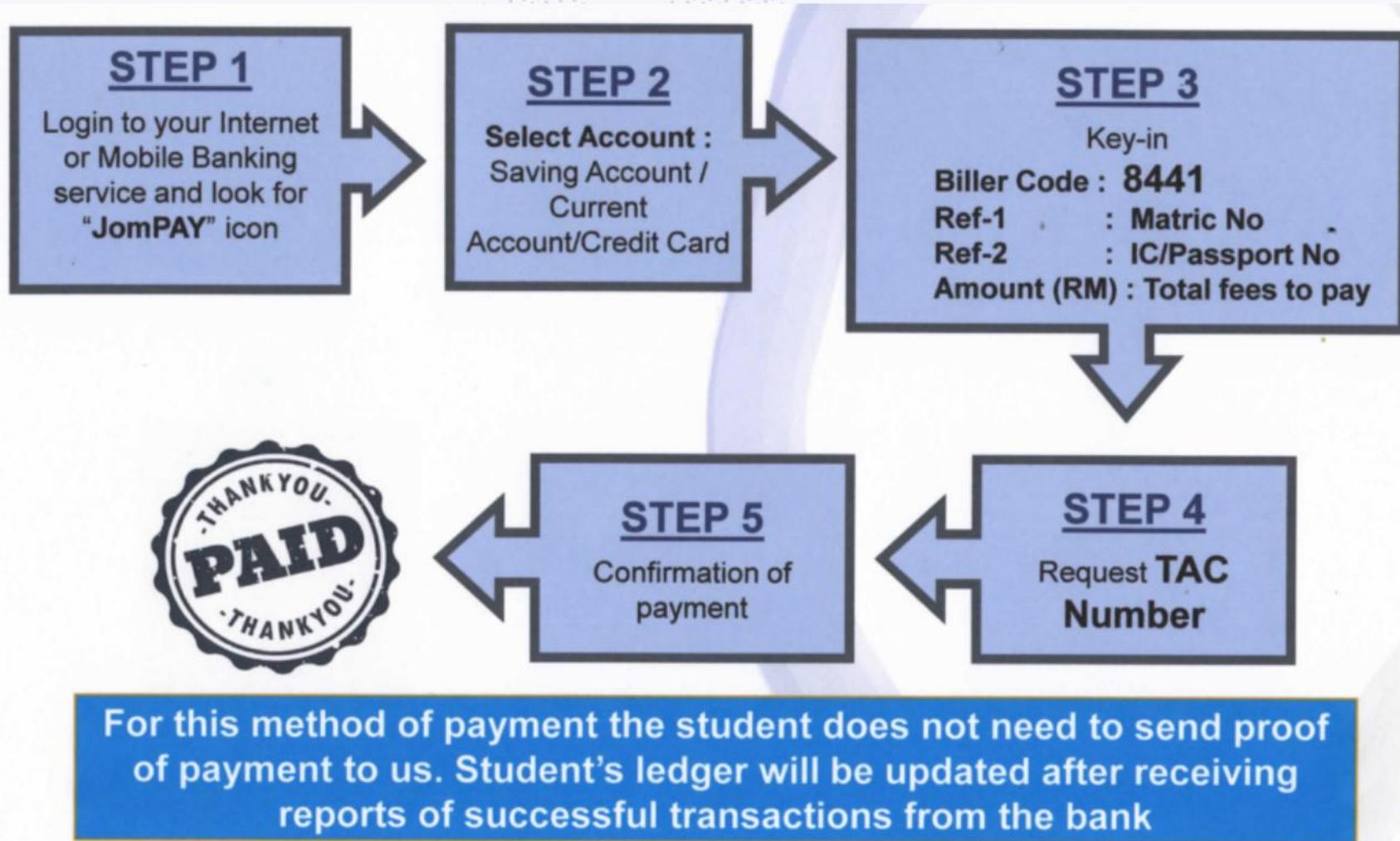
————— Track your payment 24/7 with text updates, the Flywire mobile app, or at flywire.com —————>





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JomPAY online at Internet and Mobile Banking with **Current, Savings or Credit Card Account**



Online Via **CIMB Clicks**

Steps To Make Online Payment

STEP 1

Log-in into

CIMB Clicks

STEP 2

Select **Pay Bills**

STEP 3

1 To

Key-in "UPM"

Select "Universiti Putra Malaysia (UPM) – Kampus Serdang"

Student No: "Matric No"

Student IC Number :

"IC / Passport No"

2 From

Select Account :

Saving Account / Current Account

3 Amount

MYR Enter Amount

STEP 4

Request **TAC Number**

STEP 5

Confirmation of payment

For this method of payment the student does not need to send proof of payment to us. Student's ledger will be updated on the next working day after receiving reports of successful transactions from the bank





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PAYMENT DEADLINE & PENALTY



PAYMENT DEADLINE



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**SEMESTER
2024/2025-2**

4TH MAY 2025

**TRIMESTER
2024/2025-T3**

20TH APRIL 2025



2 DEFERMENT SEMESTER



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**Deadline For Normal Deferment:
Semester 2024/2025-2**

30TH MARCH 2025

**Deadline For Normal Deferment:
Trimester 2024/2025-T3**

16TH MARCH 2025



New Students: RM350 (Registration & Service Fees)

Continuing Students : RM100 (Service Fees)

3

LATE DEFERMENT



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**Deadline For Late Deferment:
Semester 2024/2025-2**

04TH MAY 2025

**Deadline For Late Deferment:
Trimester 2024/2025-T3**

20TH APRIL 2025

With Penalty Fees RM600

**** A full fees will be imposed on applications submitted after week 7th of semester.**



4

WITHDRAWAL OF CANDIDATURE



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UPM (Graduate Studies) Rules 2003 (Revision 2015-2016)

- A student who **withdraws** from study **within the first two (2) weeks** of a semester with the Dean's approval is entitled to a **refund of all fees** paid by him to the University **except for the registration fee, alumni fee, health insurance and services fee.**
- A **full fee** will be imposed on **applications submitted after the deadline.**



Deadline for withdrawal from study

Semester 2024/2025-2

30TH MARCH 2025

Deadline for withdrawal from study

Trimester 2024/2025-T3

16TH MARCH 2025

Active study status

Tuition fee payment

- Cimbclicks
- Jompay
- Flywire
- Payment shall be paid upon registration

04

Claim and invoices to sponsors

- Students must submit sponsorship / guarantee letter
- Aware of validity period
- Pay for unsponsored fee

03

Ledger updation

- Based on program and semester
- Based on Hostel flag (Undergraduate Local students)
- Based on credit hour taken (Master coursework)

02

Subject Registration

- Student portal
- Refer school/faculty
- Please register within the dateline

01

A Semester's Journey



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FREQUENTLY ASKED QUESTIONS (FAQ) ON STUDENT FINANCIAL



Questions

- How do I check my Tuition Fees charges?
- When will the registration restriction due to debt be implemented by the Bursar's Department
- I am sponsored student. My student account shows sponsors haven't made a payment for the last semester. Will I be barred?
- I am sponsored student. My student account shows sponsors haven't made a payment for the last semester. Will I be barred?

Answers

- Postgraduate- Refer to School Of Graduate Studies Website https://sgs.upm.edu.my/content/tuition_fees-40583
- Postgraduate- Approximately 4 Weeks after commencing of the semester
- The student will not be barred if the sponsorship is still valid and the student has paid their portion (unsponsored fee)
- No. The system will block self finance students with outstanding and the status remain until the ledger is clear.



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Email to:

bursar.student_pg@upm.edu.my



603 - 9769 4156

603 - 9769 3568

603 - 9769 3569

603 - 9769 3570



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