



## GUIDELINES TO GRADUATE STUDENTS ON RENEWAL OF REGISTRATION AND PAYMENT OF FEES

1. It is a candidate's responsibility to settle the tuition fees and renew the registration within two (2) weeks before and two (2) weeks after each new academic session. A student is also advised to keep one copy of the same receipt for future usage as proof of payment. If you have any enquiry regarding the bill, please contact Ms. Hazreen or Ms. Rozi at 04-653 2995.
2. Payment can be made at the Bursar's Office of the Main Campus and Branch Campuses **OR** through any CIMB Branches throughout Malaysia.
3. Please enclose the **copy of Receipt meant for IPS** as confirmation of payment of fees together with the completed **Renewal of Registration Form** and return to the Dean, Institute of Postgraduate Studies, Universiti Sains Malaysia, 11800 Pulau Pinang. One copy of the receipt must also be mailed to the Accounts Section, Bursar's Office USM. Please write your name, smart card number and School/Centre at the back of the receipt.
4. You are liable to pay a **penalty of RM200.00** (subject to permission granted for late registration).
5. You will be required to pay a penalty of RM400.00 plus tuition fees for that academic year if you are permitted to reinstate your candidature after it has been terminated.
6. Research students will be charged fees for the Semester in which they submit the 10 bound copies of the thesis. The tuition fees that are paid for Semester II will be refunded if the 10 bound copies of the thesis are submitted to IPS before 1<sup>st</sup> of November of that particular session. However, if the thesis is submitted between the months of November – April, no fees will be refunded.
7. A candidate who is required to rewrite and resubmit the thesis for re-examination will be required to pay additional tuition fees for one semester.