

**MALAYSIAN STUDENTS**

MQA Code: MQA/FA1709

**Diploma in Business Administration (DIBA) - Full Time Conventional**

Ref: R2/345/4/0154

Intake	Academic Calendar 2 Years		No of Subject	Tuition Fee				No of Installments	Fees Per Installment (RM)	PTPTN		
				Academic		Semester Fee (RM)	Total Fees (RM)			B40 (RM)	M40 (RM)	T20 (RM)
				credit hours	RM							
Jan	Sem 1	Jan 2023 - Apr 2023	5	15	3,359	220	3,579	3	1,193			
	Sem 2	May 2023 - Aug 2023	5	14	3,135	220	3,355	3	1,118			
	Sem 3	Sept 2023 - Dec 2023	5	16	3,583	220	3,803	3	1,268			
	Sem 4	Jan 2024 - Apr 2024	5	15	3,359	220	3,579	3	1,193			
	Sem 5	May 2024 - Aug 2024	5	16	3,583	220	3,803	3	1,268			
	Sem 6	Sept 2024 - Dec 2024	5	15	3,359	220	3,579	3	1,193			
<b>Total Fees</b>					<b>20,380</b>	<b>1,320</b>	<b>21,700</b>			<b>21,000</b>	<b>13,500</b>	<b>9,000</b>
May	Sem 1	May 2023 - Aug 2023	5	15	3,359	220	3,579	3	1,193			
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Fee per credit hours (RM)	223.96		
Graduation Fee (RM)	300	English Preparatory 1 (RM)	300
Convocation Fee (RM)	400	English Preparatory 2 (RM)	300

MISCELLANEOUS FEES	Fees (RM)
Registration Fee	500
Admission Fee	100

**PAYMENT DETAILS:**

**ONLINE PAYMENT MODE**

1. Login into Student Management System, under "Fee", select "My Fee Details".
2. In Schedule Summary, select the outstanding fee and click "Proceed".
3. Enter payment details( name,amount,identification number, matrix number,campus)
4. Enter card details and click "Pay now".

**OFFLINE PAYMENT MODE**

**a) JOMPAY (Saving, Current or Credit Card)**

(please refer to : <https://www.youtube.com/watch?v=IVCkxnp2k> for guideline)

1. Login
2. Select 'Pay & Transfer'
3. Choose 'JOMPay'
4. To : Enter Biller Code : 6312
5. Ref #1 : Insert matrix number
6. Ref #2 : Insert contact number (h/p)
7. Biller Code Name : UNITAR Int University
8. From : Saving / Current / Credit Card Account
9. Amount : Insert amount to pay to University
10. Agree and click 'Make Payment'

**b) Maybank2U**

(please refer to : <https://www.youtube.com/watch?v=dKGAf9DPgV0> for guideline)

1. Login
2. Select 'Pay & Transfer'
3. Pay from: Savings account/Current account
4. Pay to: Select 'Payee' (UNITAR International University - UNITAR)
5. Insert amount, matrix number, contact number (h/p), effective date (date of the day payment is issued)
6. Agree and click 'PAY'.

**c) For International Student, you may also pay through Flywire.**

(please refer link pages : <https://www.flywire.com/pay/unitar/>)

**Notes :**

1. Save/Screenshot receipt as proof of payment.
2. Login into Student Management System, under "Fee", select "Offline Payment Slip" and click "Create Request".
3. In view payment intimations, enter payment details(payment mode,Amount,Currency, Date,Transaction Number and Remark)
4. In File Upload, upload your payment proof/receipt.
5. To submit, select "Initiate Request".

**Terms and Conditions**

1. All payments must be made upon registration
2. Fees paid are neither refundable nor transferable once the semester has commenced.
3. UNITAR reserves the right to revise the fees mentioned above by a reasonable amount on an annual basis.
4. Calculation above are based on estimated subject(s)/credit hour(s) enrolled in a semester. Actual Tuition Fee per semester may vary from the figures shown.
5. For self sponsored students, you are required to complete the Letter of Guarantee and Indemnity (LGI) and PTPTN declaration form. This form has to submit to UNITAR on the Registration Day. Students shall not be allowed to register if the student fails to submit the completed LGI.
6. For PTPTN students you are required to complete PTPTN APPLICATION GUIDE (DECLARATION OF ACKNOWLEDGEMENT) form.
7. Students who have secured sponsorship from any sponsorship body/institution are required to submit letter of undertaking from the said sponsorship body/institution that guarantees payment to UNITAR. If the students have applied but yet to secure the

sponsorship officially, the student will still be required to pay all fees due according to the above schedule.

8. All payments due for the semester shall be paid upon generation of the invoices except for the registration fee, which is due on Registration Day.

9. Total fee is calculated based on the standard study duration approved by MOE. Should the student extend their study, there will be an increase in semester fee amount charged.

10. For instalment payment, student must fill in the instalment form and submit it together with application form.

Instalment payment must be paid promptly to avoid student from financial barring.

11. Registration fee and administration fee are not refundable.

***\*All information is correct at the time of print and is subject to change without prior notice***