

RUMC FEES REFUND POLICY



RCSI + UCD
MALAYSIA CAMPUS

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Purpose

This policy sets out the circumstances under which RUMC will consider a refund of fees paid to the University.

Refund Policy

Refunds will only be paid at the discretion of the University and may take up to 30 days to be processed. All authorised refunds are returned to source. For fees that are paid by credit or debit card (either online or offline) refunds will be credited back to the card charged with the original payment.

The University will not refund any shortfalls due to exchange rate fluctuations or offer compensation for any bank or other charges incurred. If a student has a recorded debt to another department, any requested fee refund may be withheld and applied to the outstanding balance.

Postgraduate, Undergraduate and Foundation Studies

Tuition fees, including the initial deposit, are not refundable except when an applicant fails to meet the academic conditions of their offer after deducting administration

charges. The university may look compassionately at some circumstances if student financial circumstances change.

Financial Hardship: If an applicant or student wishes to appeal his/her case on grounds of financial hardship, the matter should be discussed with RUMC Finance Dept. finance@rcsiucd.edu.my at the earliest opportunity. Documentation of the reason for refund is required in order for the case to be forwarded to the Management for consideration.

Security Deposits

New students who have been accepted for admission are required to make a payment of a refundable security deposit and personal bond (*for international students*) after notification of acceptance. If the student is directly responsible for any residence hall damage, library fines, parking fines, or other campus charges they will be charged against the security deposit. Unless forfeited as described above, the balance of the deposit will be refunded to the student 30 days after the student leaves the university or within 30 days of graduation. If a student is on a leave of absence from the university and decides not to return at the end of leave, the security deposit is forfeited.

Accommodation Security Deposit

Students in university accommodation are requested to make a payment of a refundable security deposit and first term semester rental fee for the student accommodation. The security deposit will be refunded at the end of the tenancy agreement subject to any outstanding amount in rental and damage to property or fittings. In the event that an accommodation charge remains unpaid beyond the due date students will be advised to vacate their room and the unpaid accommodation charges along with any damage assessments on property or fittings will be recovered from the security deposits.

Student Protection Scheme Policy

If, in exceptional circumstances, a program is to be closed at the discretion of the University, the 'Student Protection Scheme Policy' ensures appropriate communication, guidance and support is offered to affected participants. The Student Protection Scheme Policy also aims to ensure that students can continue and complete their studies, or can be compensated if this is not possible. Where alternative study and teaching out support is unable to be provided, the University will refund the invoiced fees paid for the periods of study which have not been completed.

Policy / regulation history

Document Title	Student Fees Refund Policy			
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01	April 2021	Danny Nathan	Prof David Whitford	RUMC MG and Academic Council
02				
03				