

UPDATED ANCILLARY FEES

EFFECTIVE SEPTEMBER 2023

No	Item	Amount(RM)
GENERAL		
1	Re-assessment per unit	RM150.00
2	Replacement Certificate - issued by SUTS	RM50.00
3	Printing of Result Certificate / Transcript	RM5.00
4	Reissuance of Letter of Completion (LOC)	RM20.00
5	Re-printing of Letter of Offer	RM20.00
6	Replacement of Student ID	RM40.00
7	Late Enrolment OR Fee Payment penalty	RM200.00
8	Re-registration Fee	RM100.00
GRADUATION		
9	Foundation, IE/ELICOS, SE & EP Certificate	RM50.00
10	Replacement of Testamur	RM250.00
11	Additional Academic Transcript (one original copy)	RM50.00
12	Graduation Fee (Attending Ceremony), <u>non-refundable</u> should there be any amendment from attending to absentia: -	
	a. 1 copy of Official Academic Transcript and Testamur	
	b. 1 copy of 8R Stage Photo	
	c. 1 set of Regalia (to be returned after ceremony)	
	d. 2 Invitation Card	
	e. 1 copy of Program Booklet	
	i. PhD	RM600.00
	ii. Bachelor & Master (<i>including Graduate Certificate, Graduate Diploma</i>)	RM500.00
	iii. Diploma	RM500.00
13	Additional Invitation Card (minimum purchase is 2); <u>non-refundable</u> once sold	RM300.00 (2 cards)
14	Cancellation of attendance to graduation ceremony	RM100.00
15	In absentia; <u>non-refundable</u>	RM200.00
16	Request for Remittance cost: -	
	- Malaysian address	RM100.00
	- outside Malaysia address	RM250.00
17	Regalia Hire (per day):	
i.	- PhD Regalia Set	
	a. Rental	RM60.00
	b. Deposit	RM900.00
ii.	- Master Regalia Set	
	a. Rental	RM60.00
	b. Deposit	RM650.00
iii.	- Bachelor Regalia set	
	a. Rental	RM60.00
	b. Deposit	RM600.00
iv.	- PhD Gown	
	a. Rental	RM30.00
	b. Deposit	RM500.00
v.	- Master Gown	
	a. Rental	RM30.00

No	Item	Amount(RM)
	b. Deposit	RM350.00
vi.	- Bachelor Gown	
	a. Rental	RM30.00
	b. Deposit	RM300.00
vii.	- Hood or Stole	
	a. Rental	RM30.00
	b. Deposit	RM100.00
viii.	- Bonnet	
	a. Rental	RM30.00
	b. Deposit	RM300.00
ix.	- Trencher	
	a. Rental	RM30.00
	b. Deposit	RM200.00
x.	- Swinburne Testamur cylinder	
	a. Rental	RM10.00
	b. Deposit	RM50.00
18	Regalia Purchase:	
	1. Bachelor gown	RM400.00
	2. Master gown	RM500.00
	3. PhD gown	RM600.00
	4. Hood	RM150.00
	5. Stole	RM150.00
	6. Trencher	RM250.00
	7. Bonnet	RM350.00
8. Testamur cylinder	RM65.00	
ADMINISTRATION, AMENITIES AND SERVICES		
19	Administration fee - Instalment payment plan	RM100.00
20	Administration fee on re-issued refund	RM100.00
21	Dishonored payment 'Refer to payee'	RM100.00
22	Reprinting of Official Receipt	RM20.00
23	Fax Service (per piece)	RM5.00
24	Penalty for Lost of Locker OR Futsal/Tennis Court Key	RM15.00
25	Penalty for leaving the multipurpose field floodlight switch on after use	RM50.00
26	Request for Remittance cost (for Non-Graduation / General documents): -	
	- Malaysian address	RM30.00
	- outside Malaysia address	RM250.00
VISA SERVICES		
Notes: Applicable for International students only		
27	Overstayed Penalty and Expired Visa / Pass (per overstay)	RM300.00
28	[^] Student Pass/Visa Application Fee (New/Variation/Progression)	RM2000.00
29	[^] Student Pass/Visa Renewal Fee	RM500.00
30	[^] Special Pass Fee	RM100.00 (per application)
31	[^] Visa transfer fee – transfer from old passport to new passport	As per visa fee by country