

Notes:

- Kindly submit the registration form at least two (2) weeks before the date of the earliest event you wish to participate.
- Please send the registration form to SERU Office, Level 1, Block D, Perdanasiswa Complex, University of Malaya or email to info_seru@um.edu.my.

TERMS & CONDITIONS

1. Interpretation

1.1 Term definition:

“SERU” means Student Empowerment & Research Unit

“Students” means the registered participants of programme conducted by SERU

“Programmes” means the activity or event offered by SERU for students

“Fees” means registration fees paid in cash charged to students in order to register for SERU programme(s)

2. Application

2.1 These terms and conditions apply to students upon registration of SERU programme(s).

3. Fees - Payment

3.1 Payment of programme(s) registration **fees must be made upon confirmation of joining** SERU programme(s).

3.2 Fees are fixed and will be determined by SERU based on programme(s).

3.3 SERU will issue an official payment receipt upon receiving payment fees from students.

4. Cancellation - Refund

4.1 Cancellation from joining the programme(s) **must be made by giving notice** not later than **FIVE (5)** working days before the programme(s), via email, or letter to head of SERU and copied to the Officer-in-charge of programme(s).

4.2 SERU has the right to cancel registration of any student(s) upon failure of payment of programme(s) registration fees.

4.3 Any withdraw from programme(s) due to unavoidable reason or any emergency situation requires the provision of a **show cause letter** to Head of SERU within **FIVE (5)** working days after the programme(s).

4.4 Any fees paid upon programme(s) registration will not be refunded upon cancellation of programme(s).

5. Award of certificates & merit points

5.1 Certification and merit points will be awarded to students who **completed** the programme.

5.2 Students must record attendance as stipulated by SERU:

- | | |
|-------------------------|--------------------------------|
| • ≤ 4 hours programme | - 1 time attendance signature |
| • ½ day programme | - 2 times attendance signature |
| • 1 day programme | - 3 times attendance signature |
| • 1 and ½ day programme | - 5 times attendance signature |
| • 2 days programme | - 6 times attendance signature |

5.3 Participants who withdrawn from the programme as mentioned under 4.4, entitled to certificates and merit points, provided that, the reason of withdrawn stated in the show cause letter is approved by the Head of SERU.

5.4 All attendees **must fill out and return the programme evaluation form** to be entitled to certificates.

6. The above terms & conditions are subject to changes based on SERU's discretion.

I, hereby agree to the above terms and conditions

Signature : _____

Date : _____