

Date: 19th September 2023

Ref#:APU/2023/1068476/1

Student Name:

RE: LETTER OF OFFER - ADMISSION AT ASIA PACIFIC UNIVERSITY OF TECHNOLOGY & INNOVATION (APU)

Course: **Bachelor of Science (Honours) in Actuarial Studies**
Entry Level: **Level 1 (12 Months)**
Course Duration: **36 Months**
Award: **APU Award**
Intake Date: **21 September 2023**
Offer Type: **Unconditional**

Thank you for your application. We are pleased to inform you that your application for admission into **Asia Pacific University of Technology & Innovation (APU)**, for the above-mentioned programme has been approved. We would like to congratulate you and welcome to our University.

We are pleased to offer you the **APU Merit Scholarship of 10%** on Course Fees for your studies. Scholarships are awarded on a yearly basis and are renewable upon meeting minimum CGPA 2.5 at the end of each academic year. All discounts given under this scholarship offered by APU are on first come first serve basis and you may secure your Scholarship by paying the Enrolment Fees.

Together with your acceptance of this offer, please furnish us with the following for us to confirm your enrollment:

- Completed Application form.
- A Passport-sized photograph for Identification.
- A copy of NRIC (front and back).
- Academic transcripts or certificates or any other relevant documents to support your application and we will also require you to produce the original copies / certified true copies for verification purposes.
- Enrollment Fee (Non-refundable) of RM 800.

Please make all payments by crossed cheques or Banker's Draft payable to **ASIA PACIFIC UNIVERSITY SDN BHD** or transfer as below.

<u>Account Details:</u>	<u>Bank Address:</u>
A/C Name: ASIA PACIFIC UNIVERSITY SDN BHD	MALAYAN BANKING BERHAD
A/C No: 514413-500658	Maybank Pavilion Bukit Jalil C-1-1,
	Pusat Perdagangan Bandar Bukit Jalil 7,
	Bukit Jalil, Kuala Lumpur, 57000, Malaysia
<u>Please send us the scanned/fax copy of your transfer details to us for verification.</u>	

Please be advised that the first payment of tuition fee and miscellaneous fees should be paid two (2) weeks before the commencement date. Kindly refer to the latest Fee Guide for Payment Options.

APU RESIDENCE – YOUR HOME AWAY FROM HOME:

APU provides various accommodation options within its state-of-the-art campus in Technology Park Malaysia on a self-catering, single/twin-sharing basis. While various room types are available, selection of room types are strictly subject to

availability, on a first-come first-served basis. Students staying in the APU Residence will have access to the campus facilities such as the Sweat Zone, Residence Lounge and more.

We must receive the completed APU Residence Form along with the application form and with the applicable deposit payments, at least 2 weeks prior to your arrival. The monthly rates may vary (refer to Residence Form) per month depending on the type of accommodation room selected. Please note that you will be required to stay at the APU Residence for a minimum tenancy period of 4 months.

PROFESSIONAL CODE OF CONDUCT & ETHICS AT APU:

APU has an established reputation as a University that emphasises on students' development and transformation into highly employable professionals. In order to achieve this, it is important that we receive the cooperation of the entire student community in maintaining a healthy professional working atmosphere. This starts with all students being required to project the right image at all times. In this regard, all students of APU adhere to a dress code policy that prohibits the wearing of jeans, t-shirts, slippers, as well as provocative or immodest attire. Also, only English is the main language spoken in and around the campus, as this will ensure that you continuously enhance your proficiency. Smoking and Vaping on campus (including student residence) is an offence under Malaysian Law, and is strictly prohibited. These and other guidelines within the Professional Code of Conduct are implemented to prepare yourself well for your future role as a professional in the workplace.

FEES & REFUND POLICY: (PLEASE READ CAREFULLY)

- All fees must be paid before the commencement of the intake or semester. Course fees for each semester are due upon commencement of the semester. A late payment charge will be automatically imposed on any overdue fees. The payment scheme selected cannot be changed after the intake has commenced.
- Applicants who intend to apply for EPF withdrawal (only for Diploma & Degree programmes) to support the course fee (where applicable) must submit their applications to EPF at least 21 days prior to the commencement date of the intake/semester. Applicants are to submit evidence of EPF submission/copy of EPF withdrawal notice to the university. Should EPF documentation not be provided to the university, a minimum payment of RM 4000 as initial course fees payment is required in order to be registered for classes upon commencement. Course fee payments must be made immediately upon receiving the receipt of the funds transfer from EPF. Any advance/excess payment of course fees paid will be refunded upon disbursement from EPF.
- Applicants who intend to apply for the PTPTN Loan (only for Diploma & Degree programmes) need to choose the available payment option as stated in fee guide - either semester, monthly or yearly basis. PTPTN will make payments directly into the student's bank account. Students on PTPTN loans are required to sign up for Direct Debit to authorise payments disbursed by PTPTN to be automatically transferred to APU should there still be overdue course fees by the time the PTPTN payments are disbursed.
- Enrollment fees paid are strictly non-refundable.
- An administrative fee of RM 200 will be charged for any transfer of registration prior and after intake or semester commencement, including changes in course specialisation and other approved changes.
- Course fees paid will only be refunded where the notification of cancellation is received in writing by APU more than 14 days before commencement of the intake or semester in which the student is enrolled.
- A maximum refund of up to 50% of course fees paid may be provided where notification of cancellation is made 14 days or less before the intake or semester has commenced.
- NO REFUNDS of course fees paid will be made after the intake or semester has commenced.

Please do feel free to contact us should you require any further information or assistance. We welcome you into the APU student community, and look forward to seeing you on commencement day.

Yours sincerely,



Nirmala Rajamanikam

Student Services Executive

Email: nirmala.rajamanikam@apu.edu.my

CC: Zuliana Tong - Manager, Student Services