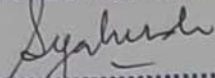


SALINAN DIAKUI SAH


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NUR IZZATUL SYAHIRAH TAN BINTI ABDULLAH
PENOLONG PENGARAH
BAHAGIAN PEMBANGUNAN KURIKULUM
KEMENTERIAN PENDIDIKAN MALAYSIA

Personal Data Protection Policy

We are committed to protecting your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia ("PDPA"). By submitting your personal data, you consent to the use of that personal data as set out in the policy.

We look forward to seeing you at University of Cyberjaya soon.

Yours sincerely

UNIVERSITY OF CYBERJAYA

Registrar

Note: This is a computer-generated document. No signature is required.

Refund Policy

1. In any case, registration fee will be forfeited regardless of time frame.
2. The commitment fee will be forfeited if the offer is rejected by the student.
3. Advance payment of six (6) months accommodation fees will not be refunded if a student withdraws from a programme within six (6) months from the registration date.
4. Refund of accommodation deposit will be made within 60 working days from clearance by Students Affairs / Accommodation Office subjected to the relevant terms and conditions, and completed Student Refund Form with necessary supporting documents submitted to Accounts and Finance Department. All refund shall be free of interest and the University reserves the right, at its full discretion, to set-off the refundable amount against any outstanding fee or whatsoever payment due and owing to the University.
5. If parent or guardian request for payment to be made under their name, a letter of request must be issued to the Accounts and Finance Department.
6. Refund will not be made to students if there are fees remaining to be paid for their current academic year or if they have an outstanding debt to the University.
7. Fees will be refunded if the following circumstances are followed:
 - a. Clearance Form submitted and Matric Card surrendered;
 - b. accommodation charges will be charged in full subject to the semester of withdrawal; and
 - c. refund on tuition fee:
 - i. withdrawn on or before the 15th day of the official registration day or commencement of semester, 75% of the semester tuition fee paid upon registration will be refunded. For enrolled student, the refund rate remains the same;
 - ii. withdrawn within 16th to 30th day of the official registration day or commencement of semester, 50% of the semester tuition fee paid upon registration will be refunded;
 - iii. withdrawn after 30th day of the official registration day or commencement of semester, no refund will be made; and
 - iv. for foundation programmes, student who makes full payment for the whole session of academic study, the amount refunded will be calculated on per semester basis.
8. Refund for Sponsored Student:
 - a. refund of fees paid by students will be credited back to the students after the sponsor makes payment to the University;
 - b. refund will be made within 60 working days from the date the University receives completed Student Refund Form with necessary supporting documents. The amount to be refunded is made after deducting any outstanding fees or charges to the University;
 - c. refund will not be made to students if there are fees remaining to be paid for their current academic year or if they have an outstanding debt to the University.
9. Students enrolled with the University who have been awarded the University's scholarship and/or promotions, and chooses to withdraw from the programme, will be charged fees in full.
10. For further information of the refund policy, please refer to the *Student Financial Handbook*.

Our Ref. : UOC/A&R/OL/BOSH2021(62/SA)
Date : 13 July 2021

PRESTON PATRICK BERUNDANG
11 JALAN MESRA 5
TAMAN MESRA BATU TIGA U1
40150 SHAH ALAM
SELANGOR

SALINAN DIAKUI SAH

Syahrirah
.....
NUR IZZATUL SYAHIRAH TAN BINTI ABDULLAH
PENOLONG PENGARAH
BAHAGIAN PEMBANGUNAN KURIKULUM
KEMENTERIAN PENDIDIKAN MALAYSIA

Dear Sir/Madam/Ms,

ADMISSION FOR BACHELOR IN OCCUPATIONAL SAFETY AND HEALTH (HONOURS)

Congratulations! We are pleased to offer you to study at University of Cyberjaya in the following programme:

Programme : Bachelor in Occupational Safety and Health (Honours)
Intake : July 2021
Duration : 3 Years
Mode of Study : Full Time

Registration details:

Date : 15 July 2021
Time : 9.30am
Venue : University of Cyberjaya (UoC)
Persiaran Bestari, 63200 Cyberjaya
Selangor Darul Ehsan, Malaysia

Orientation Programme : Attendance is compulsory
Contact No. : 03-8313 7000
Contact Persons : Mrs. Sarimatul Akma Binti Ahmad Khaizi
: admission@cyberjaya.edu.my

The details of the payment are as in **Appendix B**. Payment (excluding commitment fee), must be made by Bank Draft/Money Order/Postal Order/Cash payable to **UOC SDN. BHD.** upon registration day. All completed forms attached with the offer letter should be printed and submitted to the officer in-charge on the registration day.

This offer is valid upon verification of your original certificates and academic transcripts. The university has the right to withdraw the offer and take necessary action, including termination from the programme, should there be any discrepancies in your application form and certificates/transcripts.

Medical

Verification of your health status is compulsory prior to registration. You must be healthy and free from any of the following diseases:

- Serious physical or mental illness; and/or
- Serious communicable disease(s), including Hepatitis B and HIV; and/or
- Epilepsy; and/or
- Genetic Diseases
- Any other serious diseases that potentially harm other people according to regulations set by the Ministry of Health and professional bodies.

This offer will automatically be nullified and the university reserves the right to take action; which in severe form may lead to termination from the programme if you are diagnosed with any of disease(s) listed above or involve in drug addiction, at any point of time during the study duration.