



APPLICATION FOR MAINTENANCE FEE

Applications from students to pay Maintenance Fee must be supported by the Faculty Graduate Committee who has confirmed that the students have **completed the minimum period of study** and submitted the **full thesis** for evaluation based on UNIMAS format. Application for Maintenance Fee will be processed once the student fulfill the following requirements'.

- i. Application should be made at least one **(1) month before** the intended session. This application must be submitted together with the **Supervisor Endorsement for Thesis Examination form (UGS/R/03)**;
- ii. Thesis will be checked by CGS to make sure the readiness for evaluation and to adhere to the thesis format. Student will be notified once the thesis is ready for evaluation;
- iii. Once the thesis is ready for evaluation as confirmed by CGS only that the application for Maintenance Fee will be approved;
- iv. Once the Maintenance Fee application is approved before the beginning of semester, Maintenance Fee at **RM300 per academic year** must be paid until the student is eligible to graduate.

The Maintenance Fee replaces only the tuition fee; other fees as approved by the university will still be charged accordingly.

Part A: Student's Details (to be completed by student)						
Full Name						
Matric No.						
Faculty/Institute						
Programme		Master		PhD	Date of Registration	
Title of Research						
Research Area						
I have completed my full thesis for evaluation based on UNIMAS format. I would like to apply for the Maintenance Fee starting from the session _____.						
Attached with this form is my full thesis.						
Signature of Student					Date:	

Part B: Endorsement by Faculty Graduate Committee

Signature	Date:
Official Stamp	

Part C: Centre for Graduate Studies Approval

CGS Director	CGS Administrative
Signature Official Stamp	Update SPP <input type="checkbox"/> Original copy to Student File <input type="checkbox"/> Copy to CGS Finance Unit <input type="checkbox"/>
Date:	