

APPLICATION FOR MAINTENANCE FEE

Applications from students to pay the Maintenance Fee must be supported by the **Faculty Graduate Committee (FGC)**, which confirms that the student has **completed the minimum period of study** and submitted the **full thesis** for evaluation in accordance with the **UNIMAS Thesis Format**. The application for the Maintenance Fee will be processed once the student fulfills the following requirements:

- Application should be made at least **ONE (1) MONTH** before the intended session;
- CGS will check the thesis to ensure its readiness for evaluation and compliance with the thesis format. The student will be notified once the thesis is ready for evaluation via the MyViva system;
- Once the thesis is ready for evaluation as confirmed by CGS only that the application for Maintenance Fee will be approved, and
- Once the Maintenance Fee application is approved before the beginning of the semester, Maintenance Fee at **RM300 per academic year** must be paid until the student is eligible to graduate.

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

Part A: Student's Details <i>(to be completed by student)</i>						
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 Thesis 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 (FGC)

Signature	Date:
Official Stamp	

Part C: Centre for Graduate Studies Approval

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