



## MONTHLY PAYMENT PLAN FORM

### PERSONAL PARTICULARS

Name of student: \_\_\_\_\_  
Matriculation I.D No: \_\_\_\_\_ Contact No: \_\_\_\_\_  
Program enrolled: \_\_\_\_\_  
Current semester/year: \_\_\_\_\_

### INSTALLMENT PLAN SCHEDULE

<b>Payment Plan Amount</b>	<b>RM</b>
Semester Fee (inclusive tuition, resource and assessment fees)	_____
INTI Edu-Assist/Scholarship/Discount	_____
PTPTN (for long semester only)	_____
<b>Net fee payable</b>	_____
<b>No of Monthly Installments:</b>	_____
<b>Installment Due Date: Refer to Terms and Conditions for MPP</b>	
<b>Monthly Installment Amount:</b>	_____

I hereby acknowledge receipt of this document and agree to abide by the terms and conditions for Monthly Payment Plan. I further agree that in the event of default, INTI reserves the right to take necessary action as it shall deem fit, including but not limited to the following:-

- > I will be barred from accessing campus facilities and attending classes.
- > I will be barred from sitting any examination and where permission is granted for me to do, my results/transcripts will be held back.
- > Disqualification from continuing with the Monthly Payment Plan.

\_\_\_\_\_  
Student's signature:

\_\_\_\_\_  
Date:

### For office use only

Checked: _____	Date: _____
Update system: _____	Date: _____



## Terms and Conditions for Monthly Payment Plan ("MPP")

### Application Process & Scope of the MPP

- 1 A one-off administrative fee of RM50.00 is payable when students opt for MPP.
- 2 The MPP is available for all intakes.
- 3 The MPP is applicable to **tuition fee**.
- 4 Other fees such as application fee, registration fee, external exam fee, deposits and insurance premium do not form part of the MPP and hence, should be paid on or before the first day of commencement of classes.
- 5 Once the applicant is registered in the MPP, the applicant continues to be on the MPP throughout the study period unless:
  - i. Notification is given to the Finance Office of the respective campus that the applicant is no longer interested to be on the MPP;
  - ii. The applicant has not complied with the terms and conditions of the MPP and/or Edu-Assist.

### Payment Term(s)

- 1 The monthly installment amount(s) are computed based on the projected PTPTN Loan amount due to be received by the applicant.
- 2 As the actual amount disbursed by PTPTN may vary, INTI reserves the right to make the necessary adjustments to the installment amount due and payable to INTI.
- 3 The monthly installment amount(s) will be computed based on the length of the semester (short/long), course load / credit / subject as explained below:

#### **Long semester**

Master programmes	:	3 equal monthly installments
Other programs	:	4 equal monthly installments
1st Payment	:	On or before registration
Balance Payment	:	Over the installment period mentioned above / subject to date of enrollment, whichever applicable.

#### **Short semester**

All programs	:	2 equal monthly installments
1st Payment	:	On or before registration
Balance Payment	:	Over the installment period mentioned above / subject to date of enrollment, whichever applicable.

- 4 The due date(s) of the monthly installments are as follows:

<b>Commencement of Class</b>	<b>Due Date for Installment Payment</b>
1st to 15th of the month (eg. 01.01.20XX)	1st of the immediate following month (eg. 01.02.20XX)
After 15th of the month (eg. 16.01.20XX)	1st of the next following month (eg. 01.03.20XX)

### Obligation of the MPP Recipient

- 1 Comply with the terms and conditions of Edu-Assist.
- 2 Without prior written approval from INTI, the applicant is not allowed to withdraw any excess PTPTN disbursed funds from the 'student account' during the period of study. This condition is imposed to enable such excess funds to be utilized to set off fees for the subsequent semester.
- 3 A student who leaves INTI with or without a formal withdrawal during the semester, it is responsibilities of the student to settle all outstanding monthly installment granted be it MPP or any form of installment plans, fees charges or whatever payment due and owing to INTI.
- 4 All refunds whether fees, deposits, charges or whatsoever payment shall be subject to the right to set-off by INTI against any fees or payments due and owing to INTI in accordance with clause 3 under Obligation of the MPP Recipient.