

Terms and Conditions of Registration for Summer Programme at Heriot-Watt University Malaysia

- 1) Registration to Heriot-Watt University Malaysia Summer Programme is open to all individuals regardless of gender, race, religion, or nationality. The university reserves the right to reject an application and to review a student's progress periodically. The university may at its discretion, cancel a student registration for incomplete registration form, did not meet minimum age requirement (minimum 16 years old), failure to honour fees payable or failure to abide by the Rules and Regulations of Heriot-Watt University Malaysia. The University requires consent from a parent or legal guardian for students below 18 years old.
- 2) The participation in the Programme is subject to student successfully obtained valid visa to enter Malaysia, possessed a valid Travel Insurance throughout the entire duration while in Malaysia and had acquired return flight tickets. Failure to fulfil any of these requirements will result in the Registration and/or participation being rejected.
- 3) Fees payable for the Programmes are as set out in the Programme and Fees Schedule. Please note that the current fees schedule published may not be the final fees applicable for the Programme. For the avoidance of doubt, Heriot- Watt University Malaysia has the right to revise the fee payable.
- 4) All fees are payable in advance and during the application. Full settlement of the Programme fee is required upon registration. Incomplete registration form including non-fee payment during registration will not be processed.
- 5) Payment of fees may be made by telegraph transfer or bank (direct) transfer in favour of HERIOT-WATT UNIVERSITY MALAYSIA SDN BHD as per payment details published.
- 6) Fees paid are not transferable and not refundable except in the circumstances of failure to obtain visa approval to enter Malaysia, i.e., visa application was rejected and provided that a request in writing for such refund is received.
- 7) All refund whether of fees or whatsoever payments, shall be free of interest and shall be subject to the right of set-off by Heriot-Watt University Malaysia against any fees or whatsoever payments due and owing to Heriot-Watt University Malaysia.
- 8) In the event that a student is terminated or is suspended or discontinues the programme due to misconduct or any disciplinary matter, there shall be no refund of fees paid.
- 9) Students must abide by all programme and administrative rules, regulations and policies of Heriot-Watt University Malaysia in force and to be enacted in future. Students are hereby advised that the rules and regulations governing the student whilst the student is registered in the Summer Programme may be viewed at Heriot-Watt University Malaysia website (www.hw.edu.my). On registering in Summer Programme, the student is bound by such rules and regulations regardless of whether the student has acquainted himself/herself of such rules and regulations. Heriot-Watt University Malaysia reserves the right at anytime to elect new rules and regulations and to amend such rules and regulations to take effect immediately, and students are further advised to refer to the Heriot-Watt University Website regularly for such amendments.
- 10) In the interest of the student and/or other students of Heriot-Watt University Malaysia, the Summer Programme Lead may at his or her discretion prohibit a student from attending classes or at the University for such period as the Lead deems necessary in the event of the student having a contagious or infectious disease or illness or in the event of an outbreak of an contagious or infectious disease or illness at Heriot-Watt University Malaysia regardless whether the student is so infected or otherwise. No claim may be brought against Heriot-Watt University

Malaysia (whether for a refund of fees or part thereof or otherwise whatsoever) arising from any such action taken.

- 11) The University is bound by the provisions of the Unclaimed Moneys Act 1965 and will take steps to remit any unclaimed and/or excess monies received by it to the Registrar of Unclaimed Moneys in accordance with the said Act. Please ensure that all payments made to the University include sufficient information such as a bank in slip, student name or invoice number and attached with the Summer Programme registration form.

Declaration:

I confirm that to the best of my knowledge the information given in this form is correct. I understand that any misrepresentation of information may result in Heriot-Watt University Malaysia revoking acceptance or terminating my registration.

- 1. I understand and agree that the acceptance of my Registration is subject to me successfully obtained a valid visa to enter Malaysia, possessed a valid Travel Insurance for the entire duration of the Programme and my stay in Malaysia, and have purchased a return flight tickets for the Programme. Failure to obtain and present the supporting documents mentioned herein, my registration and participation in the Programme will be rejected.**
- 2. I undertake that I will comply with all policies, rules and regulations of Heriot-Watt University Malaysia including those of respective departments.**
- 3. I accept liability for payment of the programme fees and failure to pay any outstanding fees by the due date may lead to cancellation of my registration.**
- 4. Heriot-Watt University Malaysia will use all reasonable endeavours to deliver the Programmes as communicated to the students, and at the fee payment structures and fee levels published. It is possible, however, that some changes may occur, and the University reserves the right to make variations to the content or method of delivery of the Programme, to discontinue or combine courses, to introduce new courses or to adjust fee payment structures or fee levels if at any time such action is considered to be reasonable and necessary.**
- 5. I consent to the processing by the University of personal data (including sensitive personal data as defined in the Data Protection Act 2010 (when applicable) about me for the proper purposes of the institution.**
- 6. I consent to share my data among Heriot-Watt University Malaysia, Heriot-Watt University and other subsidiaries for the purposes of programme administration.**
- 7. I confirm that I have read and understood the terms and conditions governing the fee payment structures and fee levels for courses and programmes. I hereby apply to register and if accepted, I agree to comply with the standard rules, regulations and ordinances of Heriot-Watt University generally and Heriot-Watt University Malaysia specifically. If I do not comply with any of the rules of the University, the University has the right to take disciplinary action against me.**