



IMU COLLEGE

STUDENT HANDBOOK

STUDENT HANDBOOK

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1 INTRODUCTION

This handbook contains information that is helpful as a guide. It is not exhaustive and hence it is the student's responsibility to seek clarification in any of the areas that are not covered in this handbook or on matters contained in this handbook that are not clear to the student.

2 BACKGROUND

International Medical University College (IMU College) previously known as International Medical College (IMC) is owned by IMC Education Sdn Bhd. IMC Subang Jaya was established in 1993, while IMC Melaka in 1999, to train and develop a new generation of nurses and allied health professionals.

With the support of thirty (30) hospitals of the Pantai Parkway Group, the College has a long-standing reputation for providing nursing education, which is well recognized locally and internationally. Our trained nurses are readily accepted for employment in Malaysia and abroad.

Our vision and mission to provide a teaching environment, fully equipped with state-of-the art technology for a conducive learning environment, is further enhanced by our faculty members who are professional healthcare educators, with vast teaching and clinical experience and specialization.

3 VISION

To be a Centre of Academic Excellence in Healthcare.

4 MISSION

To be recognized as a premier and esteemed regional healthcare education provider developing competed professionals through excellence in education, innovation and research, contributing to the optimal health of the people.

5 PROGRAMME STRUCTURE

The programme is conducted full time over 3 years. Students who graduate successfully will be awarded a Diploma in Nursing. This programme is open to both female and male candidates. Courses taught are Health, Behavioral and Nursing Science. Whilst lectures are given at the college, clinical experience is achieved at the Pantai Parkway Group of Hospitals and approved Government hospitals and Healthcare centres.

6 PROGRAMME OUTCOMES

Upon successful completion of this nursing programme, the graduates will be able to:

1. Provide safe, quality and holistic nursing care using the nursing process.
2. Promote, maintain and restore health and prevent diseases in the community.
3. Develop rapport with clients, their families and colleagues through effective communication skills.
4. Teach individuals, their family members and the community to develop and/or maintain appropriate behavior to attain or maintain health.
5. Apply organizational and managerial skills to development of a care plan for individuals and their family and the community.
6. Demonstrate a commitment to life-long learning and conduct research for continuing personal and professional development.
7. Demonstrate management and organizational ability during the provision of nursing care.
8. Collaborate as a competent member of a multi-disciplinary health care team and demonstrate professionalism and caring attitude throughout.
9. Establish, facilitate and maintain good interpersonal relationships with patients, families, communities and fellow.

7 ORGANISATION AND STRUCTURE OF THE CURRICULUM

The Diploma in Nursing is conducted over two semesters per year. Your respective Tutor in-charge will brief you on the programme outline upon commencement.

YEAR 1 – SEMESTER 1	YEAR 1 – SEMESTER 2
PROGRAMME	PROGRAMME
Anatomy & Physiology I	Anatomy and Physiology II
Microbiology and Parasitology	Pharmacology & Nutrition
Professional adjustment; Medico-Legal Aspects: Communication & Public Relationship	Introduction to Medical/Surgical Nursing; Inflammation and Infection, Fluids and Electrolytes balance; Perioperative Nursing
Fundamentals of Nursing	Psychology and Sociology
English for Nurses	Islamic Studies / Moral Studies Malaysian Studies 2
Clinical Practice I	Clinical Practice II

YEAR 2 – SEMESTER 1	YEAR 2 – SEMESTER 2
PROGRAMME	PROGRAMME
Care of patient with altered Gastrointestinal system	Maternal and Infant nursing
Care of patient with altered CVS & Respiratory system	Care of patient with altered Endocrine & Musculoskeletal system; Mammary glands
Maternal and Infant nursing	Care of patients with altered Reproductive and Genito urinary system
Care of patients with altered Hemopoietic system; Altered immune system	Care of patients with altered Integumentary, Communicable diseases
Malaysian Studies - Kemahiran Kepimpinan dan Hubungan Insan Co-curriculum	Malaysian Studies
Clinical Practice III	Clinical Practice IV
YEAR 3 – SEMESTER 1	YEAR 3 – SEMESTER 2
PROGRAMME	PROGRAMME
Community Health Nursing	Excellence in Work culture, corporate culture & Entrepreneurship
Care of patients with altered nervous system; ENT & Eye	Principles of Management; Research & Statistics
Mental Health nursing; Gerontology	Emergency and Disaster management; Critical Care Nursing
Excellence in work culture, corporate culture & entrepreneurship	Clinical Practice VI
Sociology kerja dan Industri Malaysia	
Clinical Practice V	

8	CLINICAL PLACEMENT
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IMU College has an added advantage of having thirty (30) of its own hospitals as its clinical placement partners for the training of its students. Students can practice their skills not only at the skill labs of the college but on real patients at the various hospitals.

Private Hospitals

- Pantai Hospital Kuala Lumpur
- Pantai Hospital Cheras
- Pantai Hospital Batu Pahat
- Pantai Hospital Ayer Keroh
- Pantai Hospital Klang
- Pantai Hospital Ipoh
- Pantai Hospital Sungai Petani
- Pantai Hospital Ampang
- Pantai Hospital Penang
- Gleneagles Penang
- Gleneagles Kuala Lumpur
- Pantai Integrated Rehab
- Pantai Premier Pathology

Government Hospitals

- Hospital Tengku Ampuan Rahimah, Klang
- Hospital Kuala Lumpur (Psychiatric Posting)
- Hospital Tampoi, Johor (Psychiatric Posting)
- Hospital Melaka (Psychiatric Posting, Medical, Surgical and Orthopaedic Posting)

9 CONTACTING ACADEMIC STAFF

Academic Staff usually have designated times for students' consultation. You will need to speak to the academic staff members to ascertain their consultation times. Should you wish or need to speak to the academic staff members outside nominated consultation times, you are advised to make an appointment. If the person with whom you wish to speak is not available and you want to leave a message, please ensure that it contains the following information:

- Your name;
- The reason for your phone call; the name of the programme in which you are enrolled;
- The best time to return your call, or a selection of times;
- The appropriate telephone number(s)
- Academic staff office phone number:
 - i. IMU College Subang Jaya: 03-8024 0757
 - ii. IMU College Melaka: 06-233 1589

10 CAMPUS FACILITIES

10.1 CAMPUS FACILITIES

The college in Subang Jaya is located in Summit Complex, while IMU Collge Melaka is in Ayer Keroh which is easily accessible to shops and other amenities. It is situated near the main highway where public transportation provides easy access to nearby areas and to Kuala Lumpur city centre. The accommodation provided is a stone throw away from shopping complexes and hypermarkets. The following resources are available at the college.

10.2 Students Lounge

A large open lounge is available at the college where students may gather for their activities, relaxation in between classes and group discussions.

10.3 Library

Operating Hours

Monday – Friday 8.00 am – 5.00 pm

Services Available

- Wi-Fi access



General Regulations

- Full-time students are allowed to borrow two (2) books for a maximum period of fourteen (14) days
- All students are allowed to renew books after their expiry date provided that no others are in queue.
- A fine of Fifty (50) cent per day per book will be charged for late return.
- Students are not allowed to borrow books until they pay the fines due.
- Silence should be observed at all times while in the library. Please speak softly if you really have to speak.
- Food and drinks are prohibited in the library.
- Do not throw rubbish on the floor. Please use the rubbish bins provided.
- You are not allowed to rearrange books on the shelves.
- Books or magazines must be returned to the place from where they were taken.
- Use computers for academic purposes only.

If you breach any of the above library regulations, you may not be allowed to enter the library or borrow any books for the rest of that semester.

10.4 Computer Labs

Operating Hours

Monday – Friday 8.00 am – 5.30 pm

Services Available

- Computers with Internet access



The 2 computer labs are well equipped with the latest software for specific programme requirements. All terminals are networked and connected with Internet access.

Lab Regulations and policies

- All students are required to sign the register book before and after using the computers.
- Students are prohibited from entering the lab unless authorized by the person in charge.
- Students are encouraged to use the computers for typing out their semester projects, assignments, exhibition projects, college and other educational activities only.
- Students are required to scan pen drives before using them.
- A report must be made immediately to the person in charge if any computer is found to be out of service.

- Students must be responsible when using equipment, software and facilities in the lab.
- Students are not allowed to remove and load software on the computer.
- Students are not allowed to change the setting in the computer.
- All work must be saved on an external storage device and not on the computer.
- Students are not allowed to bring in bags, food or drinks.
- All computers must be turned off accordingly after use.
- Internet facilities are strictly for educational purposes only.
- Students who require computer facilities after the stipulated time must get special permission.
- Students are required to keep the lab clean and tidy at all times.
- Be responsible for using the facilities in an effective, ethical and lawful manner.
- Respect the rights and interests of others.
- Respect the intellectual property of others.
- Use only those facilities for which they are authorized to use.
- Take all reasonable steps to protect the integrity and security of the facilities, including software and data.

10.5 Demo Rooms

Operating Hours

Monday – Friday	8.00 am – 5.00 pm
Saturday	8.00 am – 12.00pm (advance booking only)



Services Available

The demo rooms are well equipped with instruments, mannequins, beds and surgical items.

Rules and Regulations for the Demo rooms

- These rooms shall be used for the following: -
 - Clinical teaching of nursing procedures
 - Students practice of nursing procedures
 - Objective Structured Clinical Examination (OSCE)
- During the preparation for OSCE, the rooms will be locked.
- Students will be responsible for maintaining cleanliness of the rooms: -
 - A leader from each group shall organize a committee to ensure the rooms are maintained at all times
 - All equipments, instruments, linen and items used shall be cleared and put away in the respective cupboards after teaching, assessment, and practice

- All trolleys should be cleared and cleaned after use and placed in the appropriate place.
- No equipment's, mannequins, instruments, linen, furniture or any teaching materials shall be removed from the room without prior permission from the Tutor in charge.
- Committee members shall do an inventory on a monthly basis. This shall be recorded into the Inventory Book.
- The names of committee members shall be put up on the noticeboard.
- Students are not allowed to eat, drink or sleep in the demonstration room.
- No bags or books are allowed into the demo room unless permission is granted.
- You are responsible for handling equipments, mannequins, instruments and items with care to avoid any damage.
- Any loss or damage of equipments, mannequins, instruments, furniture and linen shall be reported immediately to the Tutor in charge.
- The group or students concerned shall replace any equipment, mannequins, instruments, furniture and linen torn/damaged or lost during the process of use by them.
- Lights should be switched off before leaving the room.
- You must ensure that the room is locked after use at the end of the day and keys are to be returned to the Tutor in charge.

10.6 Simulation Ward

Operating Hours

Monday – Friday	8.00 am – 5.00 pm
Saturday	8.00 am – 12.00pm (advance booking only)



Services Available

The simulation ward is set up and well equipped as a mock hospital ward. The simulation ward shall be used for the following:

- Practice of nursing procedures / practical examinations

Rules and Regulations

- All students shall be responsible for maintaining cleanliness of the simulation ward:
 - A leader from each group shall organize a committee to ensure that the room is maintained at all times.
 - All equipments, instruments, linen and items used shall be cleared and put away in the respective cupboards after teaching, assessment and practice.
 - All trolleys shall be cleared and cleaned after use and placed in the appropriate place.

- No equipment, mannequins, instruments, linen, furniture or any teaching materials shall be removed from the room without prior permission from the Tutor in charge.
- Committee members shall do an inventory on a monthly basis. This shall be recorded into the Inventory Book.
- You are not allowed to eat, drink or sleep in the room.
- No bags or books are allowed in the simulation ward unless permission is granted.
- You are responsible to handle equipments, mannequins, instruments and items with care to avoid any damage.
- Any loss and damage of equipment, mannequins, instruments, furniture and linen shall be reported immediately to the Tutor in charge.
- The group or students concerned shall replace any equipments, mannequins, instruments, furniture and linen torn /damaged or lost during the process of use by them.
- Lights should be switched off before leaving the room.
- You must ensure that the room is locked after use at the end of the day and keys are to be returned to the Tutor in charge.

11	STUDENT SERVICES
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Student Services Department

The department has an important role to play in the administration of your stay with the college. They keep your personal data; handle your sponsorship, welfare and accommodation. Please note that while we will take every care to help you in the event of illness or accident, IMU College cannot be held liable for personal accident or injury. The role of the Student Services is to cater for your well-being and satisfaction. The department's responsibilities include the following: -

- Orientation for students
- Student briefing, counseling and support
- Implementation and observation of dress code for students
- Liaison with parents, lecturers, sponsors and staff members
- Student mentoring
- Student ID Cards
- Letters of verification
- Process College and LJM Certificates
- Student Council, Student Leader Programmes
- Clubs and societies
- Student uniform and shoes
- Job Placement
- Graduation matters
- Student Files / Data
- Overall Student Welfare

12	LOGISTIC
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Logistic Department

This department is responsible for providing transportation to and from the hospitals for practical postings, hostel management and a warden service. The department's function includes the following: -

- Student accommodation
- Providing transport for official functions
- Hostel and campus maintenance
- Hostel and campus security
- Hostel warden service

13	EXAMINATION RULES AND REGULATIONS
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Please read this section carefully. The following information explains the rules and procedures of the college with regards to your programme of study and examination.

13.1 Assessment Criteria

Programme subjects will be assessed at different points during each of the semester. Assessment methods will consist of two (2) parts: theory and practical. If programme work or project work is involved you will be given a clear briefing on what is required, the deadline for project completion and how it will be assessed.

- Students must pass both the theory and practical (OSCE) examinations before proceeding to the next semester.
- Students will be given two (2) re-sits each semester before the termination policy is applied.

13.2 Attire:

- A) End semester examination – theory examination – smart casual with covered shoes
- B) End semester examination – practical examination – full uniform
- C) Compulsory documents – student's ID

1. Students are NOT ALLOWED to talk in the examination hall.
2. Leave all books, notes, paper or any other materials at the front of the examination hall/room.
3. Students SHOULD NOT have books, notes, paper or any other materials in their possession unless specifically permitted.

4. Ensure that there are no pieces of paper on student's desk and around the place where students sit. Students will be responsible for any pieces of paper found on student desk or near the place where students sit, and appropriate actions will be taken against students.
5. Students are only allowed to place TRANSPARENT STATIONERY CASE and (no pencil case is allowed on the table) and STUDENT ID CARD on the table.
6. Students are not allowed to wear any hats or caps during the examination.
7. Please ensure that hand phones or pagers or PDAs are SWITCHED OFF! The Invigilators have the right to CONFISCATE hand phones or pagers or PDAs if they are SWITCHED ON or ON SILENT or VIBRATE MODE.
8. If students wish to visit the washroom, please RAISE HAND. Only ONE STUDENT at a time will be allowed to visit the washroom.
9. There must be NO TALKING, NO WRITING and DO NOT TURN OVER THE QUESTION PAPER until permission is given to do so. Students will be asked to leave the examination hall if students continue to look at the questions before the start of the examination.
10. Students are NOT ALLOWED TO LEAVE THE EXAMINATION HALL/ROOM WITHIN THE FIRST 30 MINUTES OF THE EXAMINATION AND THE LAST 30 MINUTES OF THE EXAMINATION. If students have finished the examination earlier than the stipulated time allowed, and wish to leave, please acknowledge yourself, and students may leave the exam hall/room.
11. Leave question papers and answer booklets and any other examination materials on the table. Once left the exam hall/room, students will not be allowed to re-enter the hall/room.
12. If at any time students have questions, please raise hand.
13. The students MUST pass all End Semester Examinations before they are entitled to sit for Lembaga Nursing Board Examination.
14. The students must pass the College Final Examination before they can register into Lembaga Nursing Board Examination.

13.3 Attendance Policy (theory/practical)

A 100% attendance in clinical is compulsory in order to qualify to sit for the nursing board examination. Those not meeting this requirement will be barred from taking the relevant exam.

13.4 Appeals against Assessment Results

If you feel that your grades have been assessed incorrectly, you can appeal through an Appeal Board, which consists of the Principal, Academic Head and Tutor in-charge. The decision of the Appeal Board is final, and no further appeal is allowed. However, for the Nursing Board Malaysia Registration Examination, the appeal should be directed to the secretary of Nursing Board Malaysia.

13.5 Graduation Policy

In order to graduate from the Diploma in Nursing programme, students are required to pass the Nursing Board Malaysia registration examination.

13.6 Programme Deferment

Students are only allowed to defer their programme upon approval from the Principal.

13.7 Grading Scheme

MARKS	GRADE	GRADE POINTS	REMARKS
86-100	A+	4	HIGH DISTINCTION
80-85	A	3.9	DISTINCTION
75-79	A-	3.7	DISTINCTION
70-74	B+	3.3	CREDIT
65-69	B	3	CREDIT
60-64	B-	2.7	CREDIT
56-59	C+	2.3	PASS
50-55	C	2	PASS
< 49	D	0	FAIL

13.8 CALCULATION OF GPA (GRADE POINTS AVERAGE)

FORMULA:
$$\frac{\text{Total Grade Points for that Semester}}{\text{Total Credit Hours}}$$

Example:

SEMESTER 1

1. NURH 1014 - A+
2. NURH 1022 - B+
3. NURB 1014 - A
4. NURS 1013 - A
5. NURB 1022 - B-
6. NURS 1025 - A-

$$= \frac{(4 \times 4 = 16) + (3.3 \times 2 = 6.6) + (3.9 \times 4 = 15.6) + (3.9 \times 3 = 11.7) + (2.7 \times 2 = 5.4) + (3.7 \times 5 = 18.5)}{4 + 2 + 4 + 3 + 2 + 5}$$

$$= \frac{73.8 \text{ (TOTAL GRADE POINTS)}}{20 \text{ (TOTAL CREDIT HOURS)}}$$

$$= \underline{3.69 \text{ (GPA) SEMESTER 1}}$$

13.9 CALCULATION OF CGPA (CUMULATIVE GRADE POINTS AVERAGE)

FORMULA:
$$\frac{\text{Semester 1 Total Grade points} + \text{Semester 2 Total Grade Points}}{\text{Semester 1 Total credit Hours} + \text{Semester 2 Total Credit Hours}}$$

Example:

SEMESTER 2

- | | |
|--------------|----|
| 1. NURH 2033 | A |
| 2. NURH 2043 | B |
| 3. NURB 1022 | A- |
| 4. NURS 2033 | B+ |
| 5. NURS 2043 | A |
| 6. NURS 2056 | B- |

GPA:

$$\frac{(3.9 \times 3 = 7.8) + (3.0 \times 3 = 9) + (3.7 \times 2 = 7.4) + (3.3 \times 3 = 9.9) + (3.9 \times 3 = 11.7) + (2.7 \times 6 = 16.2)}{3+3+2+3+3+6}$$

$$= \frac{62 \text{ (TOTAL GRADE POINTS)}}{20 \text{ (TOTAL CREDIT HOURS)}}$$

$$= \frac{3.1 \text{ (GPA) SEMESTER 2}}$$

$$\text{CGPA} = \frac{73.8 \text{ (SEM 1 TOTAL CREDIT POINTS)} + 62 \text{ (SEM 2 TOTAL CREDIT POINTS)}}{20+20}$$

$$= \frac{135.8}{40}$$

$$= \underline{3.39 \text{ (CGPA)}}$$

14	CODE OF CONDUCT
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14.1 General Code of Conduct

- ID cards need to be worn at all times in the college. Uniform policy must be observed.
- Students must be punctual for all classes. Usage of mobile phones is strictly prohibited during teaching / learning sessions.
- Cleanliness must be maintained at all times.
- Any change of address, contact numbers or personal details must be informed to the Tutor in charge and the Student Services Department.

College Operating Hours:

8.00 am	-	10.00 am
10.30am	-	1.00 pm
2.00pm	-	5.00pm

14.2 Serious Offences

The following are serious offences that can result in suspension or expulsion:

- Theft of any items belonging to the college or its students
- Vandalism of any property of the college and hostel
- Fights with any other students
- Smoking, gambling and usage of prohibited drugs within the college or hostel premises
- Poor attendance i.e. missing from class for a period exceeding three (3) days without written approval or notice.
- Plagiarism and cheating in exams.
- Close proximity.
- Non - payment of tuition or other fees.

Note 1:- All college equipments and furniture should be treated with care and there should be no damage, destruction or defacing. Breach of this will result in students having to pay for the total costs of replacing the damaged item including those items in the hostel.

Note 2:- The distribution of unauthorized circulars and literature in the college or hostel premises is forbidden. Upon getting written approval from the principal, students are allowed to distribute such circulars.

Note 3:- The College will not be responsible for any loss by students. All items lost or found should be reported to the Student Services Department.

Note 4:- Any notice on the Notice Board must be authorized by the Principal.

Note 5:- Bringing in tape recorders, radio, or any other sound equipment within the college premises are not permitted without authorized permission from the Principal.

15	ACCOMMODATION
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Students are housed in a fully furnished hostel nearby, about 5 – 10 minutes walking distance. The apartment is a comfortable place to stay and is also a training ground for students to be independent, develop team work and self-discipline. Rooms provided are on a sharing basis for local students.

The College has set a curfew for all students as follows:

Monday – Thursday : 10.30 pm
Friday, Saturday & Sunday : 11.00 pm

The college has the absolute authority to enter the hostel to conduct spot checks when necessary. The checking will involve not less than 2 officers including warden.

If you have gained the writing permission to stay out of the college by parents or guardian, kindly submit a copy of the approval letter undersigned by parent or guardian to Student Services Department and Hostel Warden. Your safety is always under your own responsibility.

The College reserves the absolute right to shift/move students from the Hostel Unit to facilitate the operations of the College. Students will be given notice to shift out. Students hereby agree to vacate when deem necessary as instructed by the College.

15.1 LIVING EXPENSES

Expenses vary according to your lifestyle. A typical local sponsored student gets RM1,000 per month for living expenses. A simple expenses table is shown below.

EXPENSES	HOSTEL
Rent	RM 350.00
Utilities (water & electricity)	RM 150.00
Food	RM 400.00
Transportation	RM 100.00
Miscellaneous (laundry, telephone)	RM 130.00
TOTAL	RM 1,010.00

15.2 SAFETY & SECURITY

15.2.1 Fire Regulations

Fire safety and evacuation policies and procedures are posted around the hostel and the campus facilities. Please make sure that you are familiar with these procedures. You will also be reminded of these regulations at regular intervals and fire drills will be conducted from time to time. Please get yourself familiar with the building and the necessary fire exits. In case of a fire, students are to evacuate calmly through the nearest exit.

- Leave your belongings and exit quickly
- Do not re-enter the building

- Once outside the building, congregate in the car park. College staff / house leader will do a headcount.

15.2.2 Accidents and Emergencies

In the event of an accident or emergency while in the college, please notify a staff member. They will help to arrange appropriate and urgent medical aid immediately. In the event of an emergency at the hostel, please notify the warden.

Safety is usually a matter of sensible conduct, and we expect everyone at IMU College to behave accordingly. If you notice or you are aware of any circumstances or equipment that may be a safety risk, please make sure that this is reported to a staff member as soon as possible. If there are specific rules, then all students must abide by them.

16	SPONSORSHIP & FINANCIAL ASSISTANCE
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- 16.1 Sponsorship for training is available from all sponsors including Pentair Group of Hospitals and Gleneagles Hospitals for high academic achievers. A bond period needs to be served after graduation.
- 16.2 PTPTN loans are available for qualified candidates who have failed to obtain a sponsorship. Interested candidate are to apply directly to IMU College who will assist in applying for a loan.
- 16.3 Process of application. An application processing fee of RM200.00 is chargeable as the initial registration fees and RM800.00 is for confirmation registration fee. It is refundable for sponsorship students.

16.4 Payment Policies

- All fees must be paid by the relevant due dates.
- Once fees have been paid, there will be no refunds unless otherwise stated.
- Processing and registration fees are not refundable under any circumstances.
- Fees paid are not transferable.
- IMU College reserves the right, at its full discretion, to offset any deposit/payment paid by the student/PTPTN against any outstanding fees owing by the student to IMU College.
- Fees must be paid at the beginning of each semester. However, for those who are obtaining PTPTN loan, a leeway is allowed until they receive the amount from PTPTN. If there is any difference between the loan amount and the actual fees, students are required to forward a schedule of payment to finance department stating clearly the proposed date and amount of payment. All outstanding amounts should be cleared within the same semester and those

with outstanding amount will not be allowed to sit for their semester exam and to proceed the following semester.

- Utility bills are subsidized to a maximum of RM150.00 per month, any excess amount students are required to pay on a monthly basis.
- Students are responsible and accountable for the maintenance of their hostel unit. If the unit is found to be dirty, cleaners will be arranged to clean up the unit on cost of concerned students.
- Damage to any properties (college and hostel), Students are liable to replace items or reimburse the cost of replacement for damage to any properties belonging to the college and hostel.

Re-sit exam fee

Fees for re-sit exam is RM100.00 for each re-sit paper. Students will not be allowed to re-sit for the exam if fees are not paid. For each paper, maximum re-sit allowed is only twice.

Other ancillary charges

No	Item	Frequency	Amount
1	Replacement for loss or damaged access card	Each Time	RM50.00
2	Re-sit of exam paper	Each time	RM100.00
3	Library fine (for late return of books)	Per day/book	RM0.50

Withdrawal from the course – Refund Policy

In the event a candidate withdraws from the said course after the commencement, the refund fee is as follows:

Date of withdrawal	Amount to be paid by student (RM)	Refund amount by IMU Collge (RM)
On the day of registration/ 1 st day of the semester	Registration fee – 100% Tuition fee - Nil Accommodation - Nil	Registration fee - Nil Tuition fee - 100% Accommodation – 100%
Up to 4 weeks	Registration fee- 100% Tuition fee - Pro-rated by week Accommodation - Pro-rated by month	Registration fee - Nil Tuition fee - Pro-rated by week Accommodation - Pro-rated by month
Thereafter	Registration fee – 100% Tuition fee – Pro-rated by month Accommodation – Pro-rated by month	Registration fee - Nil Tuition fee – Pro-rated by month Accommodation – Pro-rated by month

1. The above schedule applies to all the semesters.
2. Sponsors / Students who wish to apply for a refund of tuition fees in accordance with the refund policy should fill in refund request form and submit to finance department.
3. All refunds for which a student is eligible will be forwarded to the student within one month of receiving written notification of withdrawal from training.

16.5 Payment of Fees

All fees due must be paid in advance, before college semester begins. Payments can be made by bank draft, crossed cheque or cash. Cheques/bank draft are made payable to IMC Education Sdn Bhd

IMU COLLEGE, SUBANG JAYA
LOT T3.66B 3RD FLOOR SUMMIT COMPLEX
PERSIARAN KEWAJIPAN USJ 1
47600 UEP SUBANG JAYA, SELANGOR
TEL: 03 8024 0757
FAX: 03 8023 3755

IMU COLLEGE, MELAKA
A6, JALAN PKCAK2, PUSAT KOMERSIAL
CENDANA AYER KEROH, HANG TUAH JAYA,
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