



Date: 18<sup>th</sup> September 2023

## Notice from Financial Services

Dear students

**Diploma & Foundation Tri 2F, 2023 is ending soon. This is to remind you to settle your outstanding fees by 1 October 2023 to avoid being sanctioned.**

**Please contact the respective offices below to check if you have any outstanding fee(s) and/or charges in your student account:**

1. Cashier's Office – Course fees, Late payment Penalty, Bank Charges, etc.,  
(Email: [finance@curtin.edu.my](mailto:finance@curtin.edu.my))

2. International Student Office - GHS insurance / Visa, etc.,  
(Email: [internationalstudentoffice@curtin.edu.my](mailto:internationalstudentoffice@curtin.edu.my))

3. Student Service Department – Late Enrolment Fee, ID Card Replacement, etc.,  
(Email: [student.services@curtin.edu.my](mailto:student.services@curtin.edu.my))

Alternatively, you may check item no.1 to 3 from e-student.my under “My Finances”.

4. Library - Library fine / Lost books, etc.,  
(Email: [circulation@curtin.edu.my](mailto:circulation@curtin.edu.my))

5. Housing Office – Curtin Water 2 / Lakeside / Kingfisher Apartment excess utility bills, accommodation rental, defect/damage charges, etc.  
(Email: [housing@curtin.edu.my](mailto:housing@curtin.edu.my))

**SANCTION** will be applied to your student account if you have outstanding fees or charges. If your account is sanctioned, you will not be able to re-enrol, and access to academic and administrative services may be barred. The sanction will also prevent access to results and academic transcripts, attendance to the graduation ceremony and issuing of awards.

If you are enrolled as an international student, your student visa is also at risk. The sanction will also apply to **Loans & Scholarships holders** who have outstanding fees.

This email, including any attached files, may contain confidential information for the sole use of the intended recipient(s). Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorised to receive information for the recipient), please contact the sender by reply email and delete all copies of this message.