



## APPLICATION FOR MAINTENANCE FEE

**FORM  
UGS/R/04a**

Applications from students to pay Maintenance Fee must be supported by the Faculty Graduate Committee who has confirmed that the students have **completed the minimum period of study** and submitted the **full thesis** for evaluation. Application should be made **1 month before** the intended session. Upon approval, Maintenance Fee at **RM300 per academic year** must be paid until the student is eligible to graduate. The Maintenance Fee replaces only the tuition fee; other fees as approved by the university will still be charged. *This form to be submitted together with the **Supervisor Endorsement for Thesis Examination form (UGS/R/03)**.*

<b>Part A: Student's Details (to be filled by student)</b>						
Full Name						
Matric No.						
Faculty/Institute						
Programme	<input type="checkbox"/>	Master	<input type="checkbox"/>	PhD	Intake	
Title of Research						
Research Area						
I have completed the full draft of my thesis for evaluation. I would like to apply for the Maintenance Fee starting from the session _____.						
Attached with this form is the draft of my thesis.						
Signature of Student					Date:	

### Part B: Endorsement by Faculty Graduate Committee

Signature	Date:
Official Stamp	

### Part C: For UNIMAS Graduate School

UGS Dean's Approval	UGS Administrative
Signature	Update SPP <input type="checkbox"/>
	Original to Student File <input type="checkbox"/>
	Copy to UGS Finance Unit <input type="checkbox"/>
Official Stamp	
Date:	