

REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE

TECHNOLOGY COLLEGE SARAWAK FOUNDATION PROGRAMME FND - FOUNDATION IN BUSINESS (NEW INTAKE & PROCEEDING)

Time:9:00am- 12:00pm

Date: 7th November 2019 (Thursday)

Venue: Library

All students taking FND Programme are required to register your courses on the date set above.

Kindly follow the steps below when registering your courses:

SEMESTER REGISTRATION PROCESS

- Collect Academic Calendar
- Do Online Registration (Update contact no., address & email address)
- Go to Academic Advising Counter to check the registered courses
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- Go to Course Verification Counter to verify courses
- Collect printed registration forms & timetable
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- Check disciplinary fine and insurance
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- Check library fine
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- Pay fees and submit the completed registration forms @ Finance & Accounts Department

*PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER ON REGISTRATION DATE. ADDITIONAL PENALTY OF RM50 WILL BE CHARGED FOR THOSE WHO REGISTER ON/AFTER CLASS COMMENCEMENT.

*ALL COMPLETED REGISTRATION FORMS MUST BE SUBMITTED TO FINANCE & ACCOUNTS DEPARTMENT.

*CLASS COMMENCEMENT DATE: 11th November 2019

PREPARED BY AdA:	REVIEWED BY AHAD :	APPROVED BY AM:	DATE:	REVISION:
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NORMAL PROCEEDING REGISTRATION TECHNOLOGY COLLEGE SARAWAK FOUNDATION PROGRAMME FND - FOUNDATION IN BUSINESS (NEW INTAKE & PROCEEDING)

REGISTRATION VENUE :	TCS LIBRARY	
REGISTRATION DATE :	7th November 2019 (Thursday)	
CLASS COMMENCEMENT:	11th November 2019 (Monday)	

PAYMENT (INTAKE

ITEM	AMOUNT	
*STUDENT AFFAIRS FEE	RM 30	
*STUDENT COUNCIL FEE	RM 30	
*GRADUATION FEE	RM 100	
*ALUMNI FEE	RM 30	
TOTAL	RM190	

NOTE:

*PENALTY FEE OF RM 50 WILL BE CHARGED ON THOSE WHO FAIL TO REGISTER ON REGISTRATION DATE.ADDITIONAL PENALTY OF RM50 WILL BE CHARGED ON THOSE WHO REGISTER ON/AFTER CLASS COMMENCEMENT.

*ONLY IF APPLICABLE.

PREPARED BY AdA:	REVIEWED BY ASAM / AHIE:	APPROVED BY FD:	DATE:	REVISION:
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