

### **REGISTRATION SCHEDULE & COLLECTION OF TIMETABLE**

TECHNOLOGY COLLEGE SARAWAK FOUNDATION PROGRAMME

FND - FOUNDATION IN BUSINESS (NEW INTAKE & PROCEEDING)

Time: 9:00am- 12:00pm

Date: 14th February 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
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- Do Onlin	e Registration (Update contact no., address & emai address)
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- Go to A	cademic Advising Counter to check the registered courses
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- Go t	o Course Verification Counter to verify courses
- C	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 fee	es 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.

## \*CLASS COMMENCEMENT DATE: 18th February 2019

PREPARED BY AdA:	REVIEWED BY AHAD :	APPROVED BY AM:	DATE:	REVISION:
NN	TSC	NAS		
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<sup>\*</sup>ALL COMPLETED REGISTRATION FORMS MUST BE SUBMITTED TO FINANCE & ACCOUNTS DEPARTMENT.



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

REGISTRATION VENUE :	TCS LIBRARY	
REGISTRATION DATE :	14th February 2019 (Thursday)	
CLASS COMMENCEMENT:	18th February 2019 (Monday)	

### **PAYMENT**

ITEM	AMOUNT		
STUDENT AFFAIRS FEE	RM 30		
*STUDENT COUNCIL FEE	RM 30		
*GRADUATION FEE	RM 100		
*ALUMNI FEE	RM 30		
TOTAL	RM 30/*RM90/*RM130/*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.

\*FOR STUDENT COUNCIL FEE, INSURANCE FEE & ALUMNI FEE, GRADUATION FEE, YOU ARE REQUIRED TO PAY ONLY IF APPLICABLE

PREPARED BY AdA:	REVIEWED BY AHAD / AHIE:	APPROVED BY FD:	DATE:	REVISION:
NN	TSC/PLN	TBY		REVISION:
Syjei.	Mg. Wam.		14/01/2019	0