

# REMINDER: OUTSTANDING FEES DUE DATE

The KOLEJ ASA kindly reminds students, parents, guardians and sponsors that all tuition fees must be made by the **10<sup>th</sup>** of each month irrespective of the date of commencement of the course.

**Please take note:**

- As per College regulations, KOLEJ ASA Council may deny defaulters from taking examination and access to services or facilities provided.
- Fee defaulters will be issued a penalty letter and will be given 14 days to settle the outstanding fees inclusive of the penalty.
- All appeals with regards to payments must be addressed through an official letter to the respective programme coordinator for approval from the management. Verbal appeals will not be entertained.
- Students must settle all outstanding tuition fees and exam fees before they are allowed to sit for any examinations.
- All students including those who have graduated need to produce all their internal transcripts and also should settle their fees before their remaining transcripts, diploma or letter can be released.

*Reference: Student Handbook (2.3 Fees Payment, Pg.8)*

Fee payment can be made by cash to the following address:

**KOLEJ ASA**

No.6-1 Jalan Bandar Rawang 11,  
Pusat Bandar Rawang 48000 Rawang  
Selangor Darul Ehsan

Or Direct Bank Deposits or Electronic Fund Transfers (EFT) can be made to the following KOLEJ ASA account:

Account Name	: SCANEAST SDN BHD
Bank Name	: MAYBANK BERHAD
Bank Account No	: 512017511462
Reference	: STUDENT NAME (PROGRAMME)
Email Proof of Payment to	: <a href="mailto:sheila@asa.edu.my">sheila@asa.edu.my</a>

*For outstanding balance enquiry, you may contact your programme coordinator at 03-6092 5254.*

