

KIGS CIRCULAR 2024 / 1

Our ref: KIGS/AF/104/2/2024 (1)

14 Ramadhan 1445
25th March 2024

To: **All Students and Parents/Guardians**

Dear Students and Parents/Guardians,

RE: NEW POLICY IN THE MANAGEMENT OF THE CURRENT ACADEMIC AND FINANCIAL OPERATIONS OF KOLEJ IGS

1. On behalf of Kolej IGS Board of Directors, I wish all our Muslim students and parents/guardians a blessed Ramadhan and may this holy month bring us closer together as a family and strengthen the bonds of understanding and respect among us.
2. As Kolej IGS approach the new semester for new intakes and continuing students this 1st April 2024, we have reminded all the current students the importance of settling their programme fees to ensure a seamless transition into the new semester. It is crucial to addressing this matter promptly to ensure a smooth continuation of the academic journey of the students. However, based on our financial records, there are still outstanding programme fees from the students of the previous and current semesters remaining unpaid and it is important to note that payment is a fundamental obligation by all students to sustain the educational services provided by Kolej IGS.
3. As you are aware, timely payment of programme fees is essential for maintaining the quality of education and the provision of necessary resources and services to support the education of our students in their academic journey. These fees are the main source of income for the payments of staff salaries, infrastructure maintenance, academic resources and related student support activities without which the normal operation of the Kolej will be affected. We understand that managing finances can sometimes be challenging for some families in view of the varying needs and wants particularly big families. Nevertheless, we expect students/parents/guardians to be committed to academic excellence and want to ensure that students can continue their educational journey without disruption.
4. In the year 2018, the Department of Finance and Asset Management has been implementing a solution to overcome this problem by asking students and their parents to sign enrollment agreements, however, the impact of this solution is limited in enhancing the productivity expected. Various justifications have been presented as excuses for not being able to make the payment desired. This year, the department is initiating the development of a financial application that informs the students of the status of their account every month automatically in order to inform the students and resolve the issue of delay payment and non-payment.
5. In this connection, Kolej IGS Management would like to bring to students and parents/guardians' attention that a new policy has been formulated as part of the Kolej IGS financial procedures to maintain the integrity of the Kolej IGS educational system by addressing the issue of late and non-payment of programme fees. Kolej IGS have been acting proactively and aggressively from now on to recover student debts (who have not fully paid the course fees, whether students who have finished or who are still following the course). The policy in question is as follows:
 - 5.1. The Department of Finance and Asset Management has been following up with all current active students via official memorandum to remind all students to ensure that their programme fees are updated and settled promptly before the beginning of April 2024 semester.

Students with unsettled programme fees will not be permitted to proceed to the next semester. However, they will be accepted back to attend their studies when the arrears are cleared in the next available semester as long as the Candidature period is not expired which is 5 years from the date of starting the programme.

- 5.2. As for the graduating students, they are also required to settle the balance of their programme fees in the shortest time possible and obtain financial clearance from the mentioned Department which are required to be shown to the respective Heads of Faculties and the faculty members before the convocation without which students will not be allowed to join the procession and receive their certificates/awards.
- 5.3. The Department of Finance and Asset Management has created a clause in the student enrollment agreement that in the event that any legal action is taken by Kolej IGS towards the recovery of the outstanding sum, with or without the commencement of any court proceedings, the student/guarantor shall pay all legal costs and disbursements incurred by Kolej IGS and all interests accrued on the outstanding sum until full payment of the outstanding sum.
6. We hope the students and their parents understand that these decisions and actions are solely driven by the Kolej IGS's economic condition which the college is compelled to make difficult decisions to ensure that the expenditure of the institution at least matches with the income from the programme fees. It is important to note that payment is a fundamental obligation of students to sustain their educational services provided by Kolej IGS. The cooperation from students and parents/guardians is crucial not only for ensuring the smooth functioning of Kolej IGS and the continued academic progress of all students to the next level but also to the overall success of the institution and its sustainability.
7. On behalf of the KIGS Board Members and the institutional staff, I would like to express my gratitude for the understanding of all students and parents/guardians and their commitment in entrusting the college to provide quality education and looking after the wellbeing of their children. Together, we can ensure a rewarding and enriching academic experience for all Kolej IGS students.
8. Finally, Kolej IGS has always thrived due to the strength of its community, and together, we will navigate through this time of hardship. Let's pray together that Allah SWT will give us His *Taufik* and *inayah-Nya* so that we are all classified among His pious servants.

Thank you.

Yours sincerely,



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cc: Board of Directors, Kolej IGS
Heads of Departments and Faculties, Kolej IGS
Students' Notice Board.
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