



كوليج قيجالين سينسوازه اننلا بيجسنا

Kolej Pengajian Siswazah Antarabangsa
Kolej International Graduate Studies

Students Information

Financial Clearance Guideline

Introduction

Financial clearance means that you (student) have either paid your outstanding balance or made appropriate arrangements to pay the semester charges by the payment due date. There are two phases to the financial clearance for students in Kolej IGS.

In the first phase, you must clear any prior semester's unpaid fees with the Finance Section (Bursary), and may pay the succeeding semester fee bills as due. Books borrowed from the library must also be returned and any late fines are to be settled.

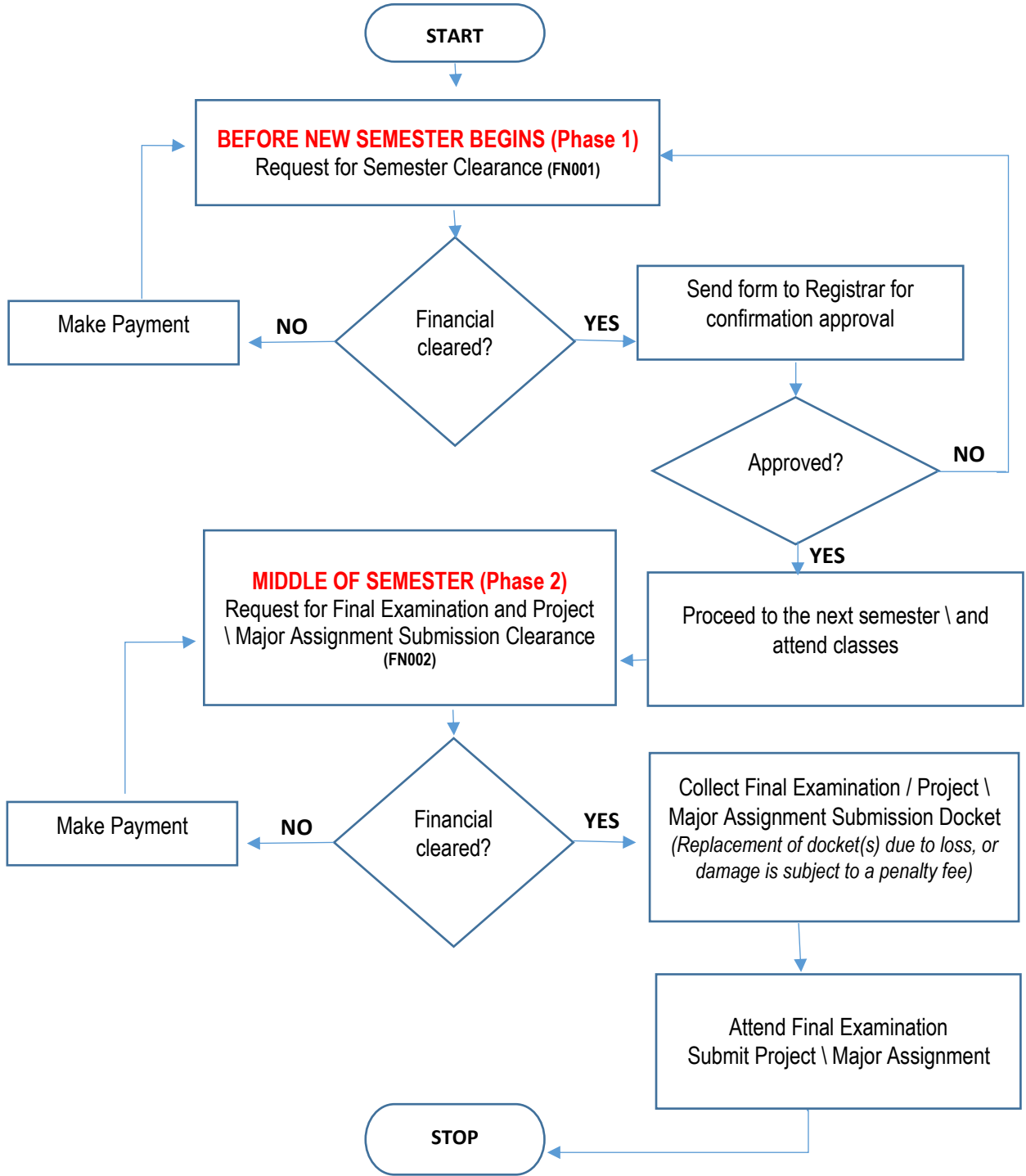
In the second phase (middle of semester before final examination, and submission of a project or major assignment (for non-based examination modules)), you are to ensure that the outstanding tuition fees have been paid before you can collect the docket(s) (documents).

There are two types of docket(s): Final Examination Docket and Project \ Major Assignment Submission Docket. Final examination docket includes a timetable of all the final examinations that you will take during that particular semester. This docket is required to enter the examination hall. Project \ Major Assignment Submission docket includes a list of modules with project or major assignment as the main components (more than 40%) of the overall grade. This docket is required to be shown to lecturer when submitting projects or major assignments. Without the docket(s), you are not allowed to sit for the final examination and/or to submit projects or major assignments.

Note:

- Student who is **not eligible** to attend final examination (due to unpaid fees) is considered absent, therefore, will be indicated as DNA – Did Not Attend. DNA in any component of the assessment will result in the failure of the module(s).
- A Student who is **not eligible** to submit project(s) or major assignment(s) (due to unpaid fees) is considered as no submission, therefore will be indicated as DNS – Did Not Submit. DNS in any component of the assessment will result in the failure of the module(s).

Process Flowchart



Process Description

WHEN	DESCRIPTION	LOCATION (WHERE)
<p style="text-align: center;">BEFORE NEW SEMESTER BEGINS (Phase 1)</p> <p style="text-align: center;">1 month before the semester start.</p>	<ul style="list-style-type: none"> You are to fill up form to request-Semester Clearance (Form: FN001) to ensure all previous semester(s) outstanding fees are settled. 	Department of Finance
	<ul style="list-style-type: none"> If financial is cleared or approved (no outstanding), proceed to Registrar for confirmation approval to proceed to the following semester. Once the form is approved by Registrar, you must retain the original copy for future reference. 	Registrar Office
	<ul style="list-style-type: none"> With approval from the Registrar, you are allowed to proceed and enter the classes. 	Respective Faculty
	<ul style="list-style-type: none"> If the financial status is not cleared or not approved (there is an outstanding fee), you will not be able to proceed to the next semester until payments are made. 	Department of Finance
<p style="text-align: center;">MIDDLE OF SEMESTER (Phase 2)</p> <p style="text-align: center;">(1 month before the final examination and/or submission of project)</p>	<ul style="list-style-type: none"> You are to fill up Docket Collection Form (Form: FN002) to collect either Final Examination Docket or Project \ Major Assignment Submission Docket or both. The docket(s) can only be collected if there are no outstanding fees. 	Department of Finance
	<ul style="list-style-type: none"> If financial is cleared you may proceed to Registrar for issuance and collection of the respective docket(s). 	Registrar Office
	<ul style="list-style-type: none"> If financial is not cleared, you must make payments and re-apply for clearance again. 	Department of Finance
	<ul style="list-style-type: none"> If you are not eligible to attend final examination (due to unpaid fees), this is considered as absent, therefore will be indicated as DNA – Did Not Attend. DNA in any component of the assessment will result in the failure of the module(s). If you are not eligible to submit project(s) or major assignment(s) (due to unpaid fees), this is considered as no submission, therefore will be indicated as DNS – Did Not Submit. DNS in any component of the assessment will result in the failure of the module(s). 	Academic Affair
	<ul style="list-style-type: none"> Replacement or reprinting of dockets (due to loss, or damage), will be charged \$10 per docket. Payment can be made to the Finance Section, and issuance by Registrar (who will notify the Examination Unit for re-production of docket(s)). 	Department of Finance, Registrar, Examination Unit

FORMS TO BE USED

FN001 – Semester Clearance Form. Before the semester starts, you are required to fill up this form and send it to the Department of Finance for the semester clearance and the Registrar's Office for approval confirmation. Only students with financial clearance will be allowed to enter classes and progress into the following semesters.



كَوَلِيْجٌ قِيَّامٌ لِّجَمِيْرِ سِيْنِيْوَازِيْةِ اَنْتَرَااَبِيْجِيْنَا
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SEMESTER CLEARANCE FORM (FN001)

Academic Term	OCTOBER 2022 - MARCH 2023		
Date of Request			
Programme			
Faculty (tick ✓)	<input type="checkbox"/> FIT	<input type="checkbox"/> FOB	<input type="checkbox"/> FMB <input type="checkbox"/> FAH
Student Name			
Student IC No		Tel No	
Batch Code		Session	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Current semester (tick ✓)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Proceeding to semester (tick ✓)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Financial Clearance (Department of Finance)			
<i>To progress into the following semester, a student is to clear any previous semester(s) unpaid fees with the Department of Finance, and may pay the succeeding semester fee bills as due.</i>			
Financial standing (tick ✓)	<input type="checkbox"/> Clearance approved <input type="checkbox"/> Clearance not approved		
Amount outstanding (to be paid)			
Remark:			Stamp
Name			
Signature		Date:.....	
Registrar Office Clearance			
<i>Original copy to be retained by the student, and a second copy by the Registrar for academic purpose.</i>			
Approval confirmation (tick ✓)	<input type="checkbox"/> Approved to proceed <input type="checkbox"/> Not approved to proceed		
Remark:			
Name		Signature	
		Date.....	

Figure 1.0 Semester Clearance Form

FN002 – Docket Collection Form. In the middle of the semester, you are required to fill in this form and send it to Department of Finance for financial clearance, followed by Registrar for approval confirmation. Registrar will release the docket(s) to you. Only students with financial clearance will be allowed to sit for final exam / submit their projects or major assignments.



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DOCKET COLLECTION FORM (FN002)

Academic Term	OCTOBER 2022 - MARCH 2023	Examination Month	FEBRUARY 2023
Programme			
Faculty (tick ✓)	<input type="checkbox"/> FIT <input type="checkbox"/> FOB <input type="checkbox"/> FMB <input type="checkbox"/> FAH		
Student Name			Student IC
Batch Code	Tel No	Session	<input type="checkbox"/> Day <input type="checkbox"/> Evening
I would like to collect the following docket(s):			
<input type="checkbox"/> Final Examination Docket			
<input type="checkbox"/> Project \ Major Assignment Submission Docket			
Financial Clearance (Department of Finance)			
<i>To attend final examination or submit project, a student is to clear any previous semester(s) unpaid fees with the Department of Finance, and may pay the succeeding semester fee bills as due.</i>			
Financial standing (tick ✓)	<input type="checkbox"/> Clearance approved <input type="checkbox"/> Clearance not approved		
Amount outstanding (to be paid)			
Remark:			Stamp
Name			
Signature	Date:.....		
Registrar Office (Release of Final Examination \ Project Submission Docket)			
Confirmation approval (tick ✓)	<input type="checkbox"/> Approved to collect <input type="checkbox"/> Not approved to collect		
Remark:			
Name	Signature		
Student Acknowledgement			
I,, acknowledge that I have received:			
<input type="checkbox"/> Final Examination Docket <input type="checkbox"/> Project \ Major Assignment Submission Docket			
Signature			
Date			
<i>(Replacement of docket(s) due to loss or damage is chargeable at \$10 per docket)</i>			


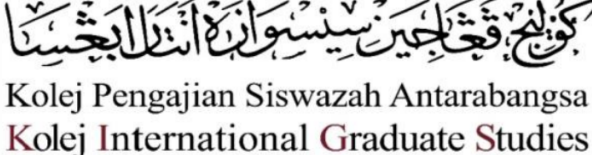
Figure 2.0 Docket Collection Form

SAMPLES OF DOCKETS

No 1 – Final examination docket includes a timetable of all the final examinations that you will be taking during the semester. This docket is required to enter the examination hall. In order to collect this docket, you will need to fill up Docket Collection form after getting financial clearance from the Department of Finance.

ACADEMIC TERM						OCTOBER 2022 - MARCH 2023						EXAM MONTH		FEBRUARY 2023	
Faculty		Faculty of Information Technology (FIT)													
Programme		Bachelor of Science in Information Technology													
Student Name and IC		The Brave Harry Haries (01-010101)													
Batch Code		BITYR1 2201 D													
DATE OF EXAM	DAY	TIME	MODULE COE & TITLE	VENUE	OFFICE USE										
1-Feb-23	WED	7:00 PM - 10:00 PM	BIE1213 Java Programming 1	TR8											
2-Feb-23	THU	7:00 PM - 10:00 PM	BIS1214 Database System	THEATRE HALL											
4-Feb-23	SAT	7:00 PM - 10:00 PM	BIT1322 Multimedia Authoring	TR7											
6-Feb-23	MON	7:00 PM - 10:00 PM	BIE1143 Probability and Statistics	TR8											
8-Feb-23	WED	9:00AM - 12:30 PM	BIT1233 Computer Programming 2	THEATRE HALL											
IMPORTANT REMINDERS												Stamp			
<ol style="list-style-type: none"> 1. Be on time for the examination. 2. Only candidates with Examination Docket will be allowed into the examination venues. 3. The docket and original Student ID, or Identity Card must be placed on the table for the invigilators to inspect. 4. Ensure to adhere to the dress code when attending examination. 5. Only permitted or authorized items are to be brought into examination hall. 6. Mobile phones and smartwatches are strictly not allowed in the examination hall. 7. Violators of any of the examination rules and regulations may be requested to leave the examination hall immediately. 															

No 2 – Project \ Major Assignment Submission docket includes a list of modules with projects or major assignments as the main components of the overall grade. This docket is required to be shown to lecturer when submitting projects or major assignments.

 					
PROJECT OR ASSIGNMENT SUBMISSION DOCKET (MODULES WITHOUT FINAL EXAM)					
ACADEMIC TERM	OCTOBER 2022 - MARCH 2023			EXAM MONTH	FEBRUARY 2023
Faculty	Faculty of Information Technology (FIT)				
Programme	Bachelor of Science in Information Technology				
Student Name and IC	The Brave Harry Haries (01-010101)				
Batch Code	BITYR1 2201 D				
MODULE CODE	MODULE TITLE	COMPONENT NAME	WEIGHTAGE	Office Use	
BIT1122	Creative Studies	Project	40%		
BIT1215	Java Programming 1	Major Assignment 2	40%		
IMPORTANT REMINDERS					
1. Submit your projects \ major assignment on time.					
2. When making submission to the respective lecturer(s), please show the Project Submission Docket.					
2. Only candidates with cleared Project \Major Assignment Submission Docket will be allowed to submit and received grading for their works.					

For all queries regarding the financial status and clearance, please contact the Department of Finance

(Tel Number: +673 2238701 Time: 9AM – 3PM Email: finance@igsbrunei.edu.bn)

Thank you