29 April 2011

Dekan/Pengarah/Ketua
Akademi Pengajian Islam
Akademi Pengajian Melayu
Fakulti Alam Bina
Fakulti Bahasa dan Linguistik
Fakulti Ekonomi dan Pentadbiran
Fakulti Kejururataan
Fakulti Pendidikan
Fakulti Perniagaan dan Perakaunan
Fakulti Perubatan
Fakulti Pergigian
Fakulti Sastera dan Sains Sosial
Fakulti Sains
Fakulti Sains Komputer dan Teknologi Maklumat
Fakulti Undang-undang
Institut Asia Eropah
Institut Antarabangsa Polisi Awam dan Pengurusan (INPUMA)
Institut Kepimpinan Pendidikan
Pusat Asasi Sains
Pusat Dialog Peradaban
Pusat Kebudayaan
Pusat Sukan
Seksyen Ko-kurikulum, Elektif Luar Fakulti dan TITAS (SKET)

Tuan/Puan,

SUBSIDI PENDIDIKAN ANAK-ANAK STAF ANTARABANGSA DI UNIVERSITI MALAYA

Sukacita saya merujuk kepada perkara di atas.

2. Adalah dimaklumkan bahawa Mesyuarat Pengurusan Universiti pada 13.4.2011 telah bersetuju meluluskan Subsidi Pendidikan Anak-Anak Staf Antarabangsa di Universiti Malaya seperti berikut:

(a) Kelayakan : Staf akademik bertaraf kontrak dan pelawat yang berkhidmat secara sepenuh masa di Universiti Malaya (Tidak termasuk Guru Bahasa, Felo Penyelidik, Felo Penyelidik Kanan, Prof. Adjung, Karyawan Tamu, Pakar dan Pakar Perunding)
(b) Bilangan anak : Maksimum 3 orang (berumur antara 6 hingga 17 tahun)
(c) Jumlah Bantuan : RM4500.00 setahun

4. Sekiranya tuan/puan memerlukan maklumat lanjut mengenai kemudahan ini, sila berhubung terus dengan Puan Siti Azlina Makmor di talian 79673338 atau email sitiazlin@um.edu.my.

Sekian, terima kasih.

Yang benar,

[Signature]

HAJI YUSOF HARUN
Timbalan Pendaftar
Bahagian Sumber Manusia
b.p Pendaftar

s.k Naib Canselor
Timbalan-Timbalan Naib Canselor
Pendaftar
Pengawal Kewangan
Ketua Penolong Pendaftar/Penolong Pendaftar Kanan/Penolong Pendaftar Akademi/Fakulti/Pusat
UNIVERSITY OF MALAYA

GUIDELINES ON CHILDREN EDUCATION SUBSIDY
FOR INTERNATIONAL ACADEMIC STAFF

1. Introduction

The University of Malaya provides education subsidy for children of international staff who are employed full-time with the University. This subsidy is to financially assist international staff to minimize the effect on their children's education by relocating to Malaysia. The University will reimburse a fixed amount for the children's education in the form of an education subsidy subject to the terms and conditions stated below.

2. Eligibility

(1) Full-time international staff with a minimum tenure of one (1) year;
(2) International staff including contract appointment and Visiting Lecturer, Senior Lecturer, Associate Professor and Professor (excluding: Language Teacher, Research Fellow, Senior Research Fellow, Visiting Consultant and Post-Doctoral Research Fellow);
(3) International Staff with Permanent Resident (PR) status are not eligible for this subsidy;
(4) Spouses who are Malaysians or Permanent Residents (PR) are not eligible for this subsidy; and
(5) Legal children of international staff who are accompanying and residing with them for a duration of not less than six (6) months consecutively.

3. Terms & Conditions

(1) Children have to be enrolled full-time at international school registered with the Ministry of Education (MOE) [http://www.moe.gov.my] and are financially dependent on staff;
(2) The level of education eligible for the subsidy is at Primary (age 6 and above) and Secondary (up to age 17);
(3) International staff are eligible for this subsidy to a maximum of three (3)
children; and

(4) The amount for education fees reimbursement: RM4,500.00 per year per child.

4. Procedure To Apply

(1) Staff are responsible to select the appropriate and affordable international school.

(2) Staff have to apply for the subsidy by completing the designated form that can be obtained from UMPortal.

(3) Staff will be reimbursed upon submission of the following documents to Service Unit, Human Resource Division, University of Malaya:

- Copy of Child’s passport & copy of dependent pass
- Copy of Child’s birth certificate
- Copy of Staff’s marriage certificate
- Letter of confirmation on Child’s registration at international school from the Principal of the school
- Original receipt of child education fees

(4) For further details, please contact Mdm. Siti Azlina Makmor at 79673338 or email sitiazlin@um.edu.my
# UNIVERSITY OF MALAYA

**APPLICATION FOR REIMBURSEMENT OF CHILDREN EDUCATION SUBSIDY**  
**FOR INTERNATIONAL ACADEMIC STAFF**

Head  
Service Unit  
Human Resource Division  
University of Malaya

**PART I - STAFF INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Salary No</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Status of Appointment</td>
<td>Contract/Visitor</td>
</tr>
<tr>
<td>Department</td>
<td></td>
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<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Tel No/Email</td>
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</tr>
</tbody>
</table>

**PART II - DETAILS OF CHILD AND CLAIM**  
(This subsidy is given to a maximum of three children only)

1. **Name of Child:**
   - Age:  
   - School:  
   - Amount Claimed:  
   - Receipt No:  
   - Reimbursement for Year:  

2. **Name of Child:**
   - Age:  
   - School:  
   - Amount Claimed:  
   - Receipt No:  
   - Reimbursement for Year:  

---
| Name of Child: |  |
| Age: |  |
| School: |  |
| Amount Claimed: |  |
| Receipt No: |  |
| Reimbursement for Year: |  |

Attached are the supporting documents required for the reimbursement:

1. Copy of Child's passport & copy of dependent pass
2. Copy of Child's birth certificate
3. Copy of Staff's marriage certificate
4. Letter of confirmation on Child's registration at international school from the Principal of school
5. Original receipt of child education fees

Thank you.

Yours sincerely,

__________________________________________
(Signature of Staff)

Date: ____________________________________
PART III - To be completed by Head of Department

*Application supported

*Application not supported

(Signature of Head of Department)
Department's Official Stamp

(Date)

PART IV- To be completed by Dean/Director

*Application supported

*Application not supported

(Signature of Dean/Director)
Dean/Director's Official Stamp

(Date)

PART V- Approval by Deputy Vice-Chancellor (Academic & International)

*Application supported

*Application not supported

(Signature of Deputy Vice-Chancellor)
(Academic & International)
Deputy Vice-Chancellor's Official Stamp

(Date)

* Tick the appropriate box

20/4/2011