

# FEES & PAYMENT GUIDE

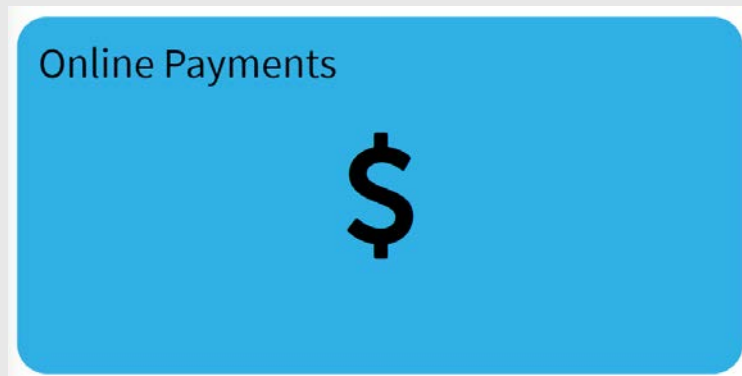
essential information for new students

# Heriot-Watt University

## Mode of Payment

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- Students may make payments by accessing HWUM Online Payments page by selecting "Online Payments" tile in myHWU Apps or



- Click the link <https://studentpayments.hw.ac.uk> (refer page 8-15)
- For students who cannot access HWUM Online Payments, payment can be made via online bank's transfer or bankers' cheque as below:

Account Name : Heriot-Watt University Malaysia Sdn Bhd  
Bank : Malayan Banking Berhad (Maybank)  
Account No : 5140-1102-2817  
Bank Address : 1st Floor, Menara Maybank, 100 Jalan Tun Perak, 50050, Kuala Lumpur, Malaysia  
Swift Code : MBBEMYKL  
Your Reference : Student ID no. and student full name

- Please make sure to include your Student ID and full name when indicating your references and send your proof of payment to [student-services-malaysia@hw.ac.uk](mailto:student-services-malaysia@hw.ac.uk) to ensure your payment is processed correctly.
- Students may also pay direct to Student Service Centre counter at Level 1 East Wing by using credit card or cheque/cash (please prepare the exact amount)

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# How to Read Your Tuition Fee Invoice

## Header part of your tuition fee invoice

**HERIOT WATT UNIVERSITY**  
UK | DUBAI | MALAYSIA

Heriot-Watt University Malaysia Sdn Bhd  
201101039043 (967165-K)  
No 1, Jalan Venna P5/2,  
Precinct 5,  
62200 Putrajaya  
MALAYSIA  
Tel: +603-8894 3888  
Fax: +603-8894 3999  
Email: MYStudentCentre@hw.ac.uk

1 Page | 1 Of 6

Bill-to

Name 2

Address 3

INVOICE

Invoice No. 4

1 - It shows the total pages for your invoice which also represent number of instalment

2 - It shows your name

3 - It shows your address

4 - It shows your invoice no. which is also a reference for Finance / SSC.

### Note:

- You will receive a separate transactions (**Credit Memo**) for your scholarship.

# Content part of your tuition fee invoice

Bill-to				INVOICE	
Name		Invoice Number			
Address					
Invoice Date	06-09-2023				
Customer Number	Student ID	5			
Reference				Total Amount	43,920.00
Currency	MYR				6
No.	Product Description	UOM	Quantity	Unit Price	Amount
1	Tuition Fees: H00XXXXXX <Name> <Programme> 202324	Programme	1.00	43,920.00	43,920.00
				Invoice Total	43,920.00
7					
Payment Schedule					
Instalment	Due Date	Original Amount			
1	11-09-2023	21,960.00			
2	15-01-2024	21,960.00	9		
8					
Customer Number and Document number must be quoted on all correspondence					
Payment can be made as follows:					
Online through the HWUM Online Payment Portal at: <a href="http://my.hw.ac.uk/payments">my.hw.ac.uk/payments</a>					
or by contacting our Student Service Centre (see above).					
10					
Heriot-Watt University Malaysia Sdn Bhd 201101039043 (967165-K)					
Edinburgh Campus , Scottish Borders Campus , Orkney Campus , Dubai Campus , Malaysia Campus.					
Heriot-Watt University is a charity registered in Scotland, SC000278					

5 - It shows your student ID

6 - It shows the total amount of fees for whole academic year

7 - It shows the detail of your student ID, Name, Programme, and Academic Year

8 - It shows the due date for the instalment\*

9 - It shows the amount to pay for the instalment\*

10 - You can click on the link in your PDF invoice to go to HWUM Online Payment Page directly

## Note:

- Sometime you may receive multiple tuition fee invoices and credit memos
- When you add them up together, you will get the total tuition fees payable

\*Instalment referring to the each of semester due date

# Content part of your scholarship credit memo

Bill-to		CREDIT MEMO			
Name	11	Credit Memo Number	13		
Address	12				
Credit Memo Date	08-09-2023				
Customer Number	Student ID 14				
Reference		Total Amount	(12,000.00)		
Currency	MYR				
			16		
No.	Product Description	UOM	Quantity	Unit Price	Amount
1	Tuition Fees: H00XXXXXX <Name> <Programme> 202324	15	Programme (1.00)	12,000.00	(12,000.00)
				Credit Memo Total	(12,000.00)
Customer Number and Document number must be quoted on all correspondence					
Heriot-Watt University Malaysia Sdn Bhd 201101039043 (967165-K)					
Edinburgh Campus . Scottish Borders Campus . Orkney Campus . Dubai Campus . Malaysia Campus.					
Heriot-Watt University is a charity registered in Scotland, SC000278					
Special Instructions: To help us save trees, contact our billing department to set e-mail as your preferred delivery method.					

11 - It shows your name

12 - It shows your address

13 - It shows your credit memo no. which is also a reference for Finance / SSC.

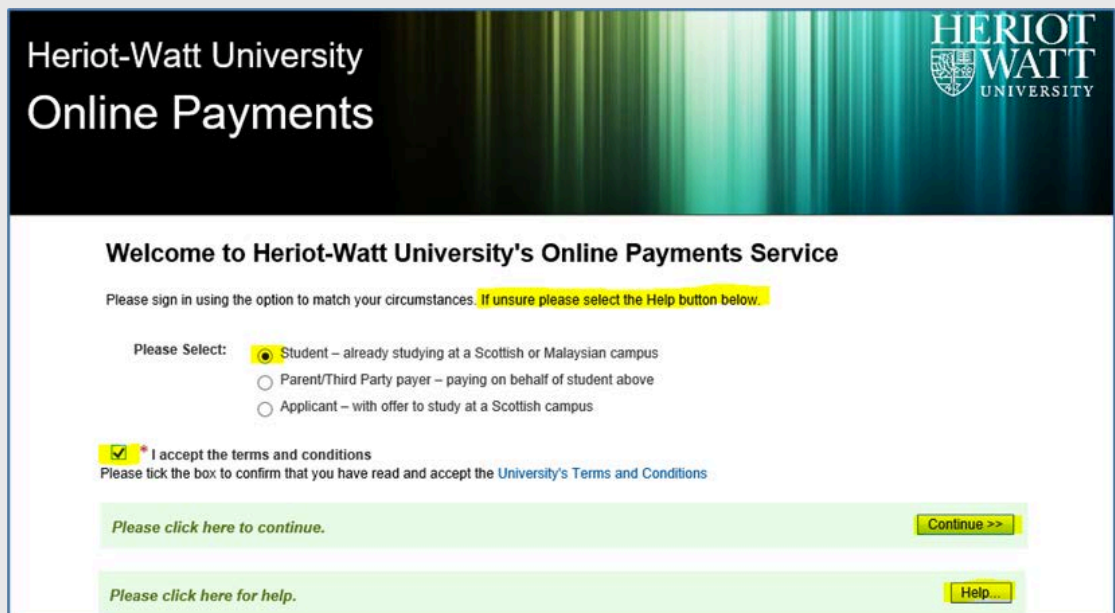
14 - It shows your student ID

15 - It shows the detail of your student ID, Name, Programme, and Academic Year

16 - It shows the total amount of the credit memo which will be divided by the semester

# For Payer (Student)

## Step 1 - Payer Selection Page



The screenshot shows the 'Heriot-Watt University Online Payments' login page. It features a header with the university's name and logo. The main content area is titled 'Welcome to Heriot-Watt University's Online Payments Service'. Below this, it instructs users to sign in using the option that matches their circumstances, with a note to click 'Help' if unsure. There are three radio button options: 'Student' (selected), 'Parent/Third Party payer', and 'Applicant'. Below the options, there is a checkbox for accepting terms and conditions, which is also checked. At the bottom, there are two green buttons: 'Continue >>' and 'Help...'. The page has a green and blue gradient background.

Heriot-Watt University  
Online Payments

HERIOT WATT  
UNIVERSITY

Welcome to Heriot-Watt University's Online Payments Service

Please sign in using the option to match your circumstances. If unsure please select the Help button below.

Please Select:

- ☒ Student – already studying at a Scottish or Malaysian campus
- ☐ Parent/Third Party payer – paying on behalf of student above
- ☐ Applicant – with offer to study at a Scottish campus

☒ \* I accept the terms and conditions  
Please tick the box to confirm that you have read and accept the [University's Terms and Conditions](#)

Please click here to continue. [Continue >>](#)

Please click here for help. [Help...](#)

- Select the "**Student**" criteria and tick to accept the T&C.
- Click on the "**Continue >>**" button to proceed to login page.
- Please click on the "**Help...**" button for more information and assistance.



## Step 2 - Student Login Page

- Login using your **HW Student ID, Username, and Password**.
- Please click on the "**Help...**" button for more information and assistance.
- Click on the "**Continue >>**" button to proceed to student detail page.

Heriot-Watt University  
Online Payments

HERIOT WATT UNIVERSITY

**Student**

Login

\* Indicates required field

\* HWU Person ID

\* Username

\* Password

Please click here to continue.

Please click here to return to the previous screen.

Please click here for help.

## Step 3 - Student Detail Page

- Click on "**View and Pay Invoices >>**" to proceed to invoices page

Heriot-Watt University  
Online Payments

HERIOT WATT UNIVERSITY

Name	Person ID	Dept	Programme/Course
TESTING SAMPLE INTERNATIONAL	H00285044	Elect Electronic & Comp Eng	BEng Electrical & Electron Eng

**Pay Invoices Now**

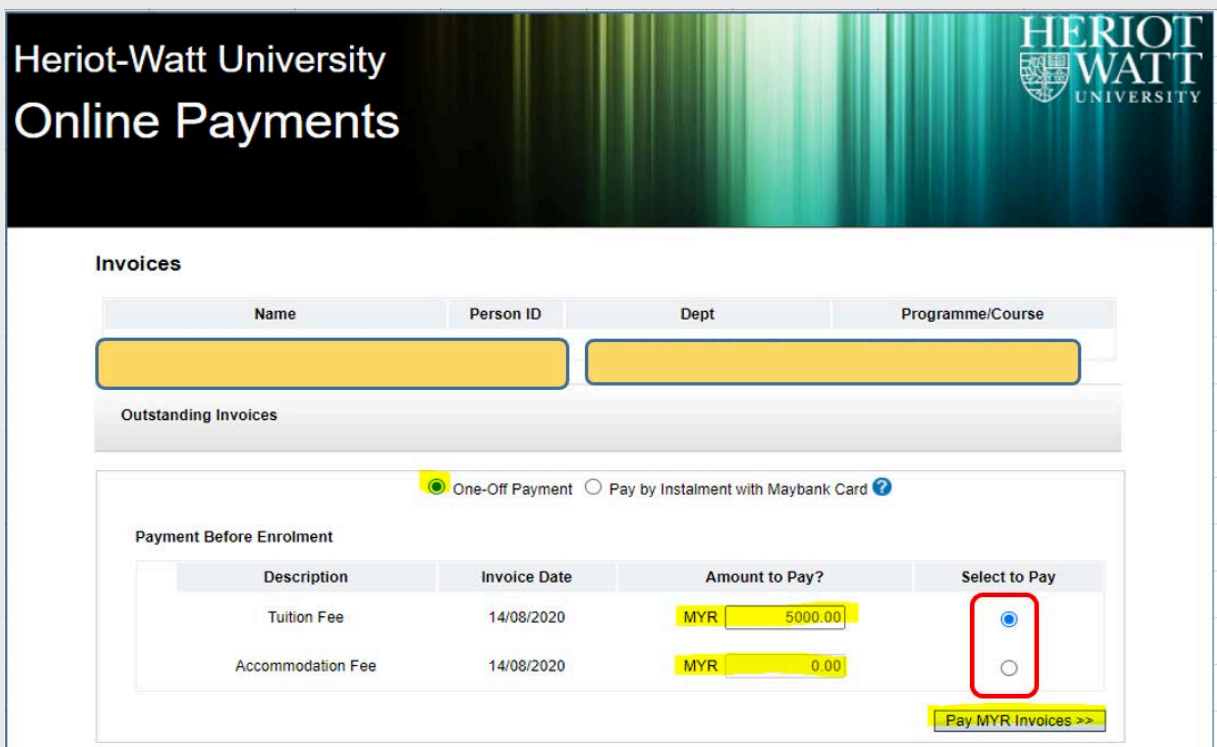
Click this button to proceed to view and pay invoices

## Step 4a - Outstanding Invoices

- Overdue fees will be shown in the section "**Outstanding Invoices**".
- Enter the amount you wish to pay and click on "**Pay MYR Invoices >>**".

## Step 4b - Advanced Payment

- To pay fees in advanced, please select and enter the amount under "**Tuition Fee**" and/or "Accommodation Fee" for Advanced Payment.
- Click on "**Pay MYR Invoices >>**" after that.



Heriot-Watt University  
Online Payments

HERIOT WATT UNIVERSITY

**Invoices**

Name	Person ID	Dept	Programme/Course
[Yellow input field]			

Outstanding Invoices

☒ One-Off Payment ☐ Pay by Instalment with Maybank Card ?

Payment Before Enrolment

Description	Invoice Date	Amount to Pay?	Select to Pay
Tuition Fee	14/08/2020	MYR 5000.00	<input checked="" type="radio"/>
Accommodation Fee	14/08/2020	MYR 0.00	<input type="radio"/>

Pay MYR Invoices >>

# Step 4c - 6 Months Instalment with Maybank Credit Card

- This is a 6-months instalment option.
- The instalment is only applicable to credit card issued by Maybank in Malaysia.
- The minimum amount to sign up with this instalment option is **MYR 15,000**.
- Administration fee of **MYR 200** will be charged for each successful instalment.
- Please click on the "**Help...**" or "?" button for more information and assistance.
- Enter the amount you wish to pay and click on "**Pay MYR Invoices >>**".

Heriot-Watt University  
Online Payments

**Invoices**

Name	Person ID	Dept	Programme/Course

Outstanding Invoices

☐ One-Off Payment ☒ Pay by Instalment with Maybank Card ?

Payment Before Enrolment

Description	Invoice Date	Amount to Pay?	Select to Pay
Tuition Fee	14/08/2020	MYR 18000.00	<input checked="" type="radio"/>
Accommodation Fee	14/08/2020	MYR 2000.00	<input type="radio"/>

Pay MYR Invoices >>

Click here to Unselect All. Unselect All

Please click here to return to the previous screen. << Back


Please click here for help. Help

# Step 5 - Payment Amount Confirmation

- At this "**Confirm Payment Screen**", please check and confirm the amount to be paid.
- Click on the "**Continue >>**" button to proceed to payment method selection.

## To pay by One-Off Payment

Heriot-Watt University  
Online Payments



**Confirm Payment**

Name	Person ID	Dept	Programme/Course
<input type="text"/>		<input type="text"/>	

You are about to pay the following invoices:

**Invoices to be Paid**

Description	Invoice Date	Due Date	Original Amount	Outstanding Amount	Amount To Pay
Tuition Fee	14/08/2020				MYR5,000.00


You have chosen to pay as a one-off payment

To proceed click Continue.

Continue >>

## To pay by Instalment with Maybank Credit Card

Heriot-Watt University  
Online Payments



**Confirm Payment**

Name	Person ID	Dept	Programme/Course
<input type="text"/>		<input type="text"/>	

You are about to pay the following invoices:

**Invoices to be Paid**

Description	Invoice Date	Due Date	Original Amount	Outstanding Amount	Amount To Pay
Tuition Fee	14/08/2020				MYR18,000.00
Accommodation Fee	14/08/2020				MYR2,000.00
Administration Fee	14/08/2020				MYR200.00

You have chosen to pay by Instalment with Maybank Card

To proceed click Continue.

Continue >>

## Step 6 - Payment Method Selection

- You can select to pay "**By Card**" or "**By Bank Transfer**".
- The 6 months instalment with Maybank credit card is defaulted to "**By Card**".
- Clicking on either tile will direct you to a secured payment platform provided by our partner, FIUU Merchant Portal (Formerly known as Razer Merchant Services).
- You will be required to fill in payment detail to complete the online payment.
- A payment notification will be sent to your desired e-mail address if the

The screenshot shows the 'Confirm Payment' page of the Heriot-Watt University Online Payments portal. The header features the university's name and logo. Below the header, there are four input fields for 'Name', 'Person ID', 'Dept', and 'Programme/Course'. A yellow box with the text 'How do you want to pay?' is positioned below these fields. Two payment method options are presented as tiles: 'By Card' (featuring Visa and MasterCard logos) and 'By Bank Transfer' (featuring a Bank Transfer logo).

Heriot-Watt University  
Online Payments

HERIOT WATT UNIVERSITY

Confirm Payment

Name	Person ID	Dept	Programme/Course

How do you want to pay?

By Card

By Bank Transfer

# For Third Party Payer

- Third party payer can enter HWUM Online Payments page by clicking the link <https://studentpayments.hw.ac.uk>.

## Note:

The student **will** need to give access to the parent/third party payer.

**\*\*Refer to Student Detail Page at Section A [Page 9]**

## Step 1 : Create login access for parent/third party payer

To add a parent or third party payer:

Enter the parent's/third party's email address and create a password that meets University guidelines.

You must also select what type of transactions you want that payer to see which include **tuition**, **accommodation** or other fees. Once you have entered this, select the "**Add**" button.

Please click on the "**Help...**" button for more information and assistance.

### Manage Authorised Parent/Third Party Accounts

Use this section below to create and remove additional email login accounts which can view and pay your invoices. By doing this you are providing your consent for your financial records to be reviewed by that email owner.

#### Current Authorised Parent/Third Party Accounts

Email Address	Password	Tuition	Accommodation	Other

Show/Hide Passwords

#### Add new Parent/Third Party Account

\* Email Address

@hw.ac.uk

\* Password

T34!

Tuition

☒

Accommodation

☒

Other

☐

Add

## Step 2 : Confirmation on parent/third party login access

The login access will appear under the '[Current Authorised Parent/Third Party Accounts](#)'.

The system will then send access details to the **parent's/third party's** e-mail address.

Students can log in and change the access at any time for the parent/third party, as well as being able to reset the password by selecting the "[Remove](#)" button.

The screenshot shows a web interface titled "Manage Authorised Parent/Third Party Accounts". Below the title is a disclaimer: "Use this section below to create and remove additional email login accounts which can view and pay your invoices. By doing this you are providing your consent for your financial records to be reviewed by that email owner." The interface is divided into two main sections. The first section, "Current Authorised Parent/Third Party Accounts", contains a table with columns: "Email Address", "Password", "Tuition", "Accommodation", and "Other". A single row is visible with an email address ending in "@hw.ac.uk", a masked password, and checked boxes for "Tuition" and "Accommodation". A "Remove" button is to the right of the row. A "Show/Hide Passwords" button is at the bottom right of the table. The second section, "Add new Parent/Third Party Account", contains form fields for "\* Email Address" and "\* Password", and checkboxes for "Tuition", "Accommodation", and "Other". An "Add" button is at the bottom of this section.

Email Address	Password	Tuition	Accommodation	Other	
[redacted]@hw.ac.uk	*****	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

[Show/Hide Passwords](#)

**Add new Parent/Third Party Account**

\* Email Address

\* Password

Tuition ☐

Accommodation ☐

Other ☐

[Add](#)

## Step 3 : Payment Process for Parent/Third Party Payer

Parent/third party will be able to log into the online payment system through the parent/third party option, using the **HWU Person ID**, **authorised e-mail address**, and **password**.

After the parent/third party is logged in, refer to [page 8 of Section A Payer \(Student\)](#) and go through steps 3-6 to make the payment.



## 1. How much is my tuition fee?

You may find the tuition fee amount on your **offer letter**.

Sample:

<b>Tuition Fees</b>	The <u>full time</u> fee for the academic year 2024/25 is MYR 45,000
<b>Scholarship</b>	n/a
<b>Fee Waiver</b>	RM 5,000 Foundation Progression Discount
<b>Offer Status</b>	Unconditional Firm

Tuition fee guide:

Tuition fee per annum						
Programme	Total tuition fee per year	Year	Semester	No. of subject	Tuition fee calculation guide	Tuition fee due date
MFP	Refer to the offer letter	1	Sem 1		1.Tuition fee per sem = Total tuition fee per year /3.	The due date of tuition fee for each semester is the first day of each semester. Please refer to the academic calendar to check the commencement date of each semester.
			Sem 2		2.The waiver will be deducted in the second semester of your first year of study.	
			Sem 3		3.The amount of High Achiever's Scholarship (HAS) is to be divided equally for 3 semesters.	
UG	Refer to the offer letter	1	Sem 1		1.Tuition fee per sem = Total tuition fee per year/2.	
			Sem 2		2.The waiver will be deducted in the second semester of your first year of study. 3.The amount of High Achiever's Scholarship (HAS) is to be divided equally for 2 semesters.	
PG (Part Time)	Refer to the offer letter	1	Sem 1 Sem 2		1.Tuition fee per sem = Total tuition fee per year/2.	
PG (Full Time)	Refer to the offer letter	1	Sem 1	4	1.Tuition fee per subject = Total tuition fee per year /9 subjects.	
			Sem 2	4	2.Tuition fee per semester = Tuition fee per subject X no. of subjects to be taken per semester.	
			Sem 3	1		
PG (Full Time) Petroleum Engineering	Refer to the offer letter	1	Sem 1	4	1.Tuition fee per subject = Total tuition fee per year /10 subjects.	
			Sem 2	4	2.Tuition fee per semester = Tuition fee per subject X no. of subjects to be taken per semester.	
			Sem 3	2		




# F.A.Q.

## 2. When can I get my invoice for the tuition fees?

Upon completion of your online enrolment, you will receive your tuition fee invoice. For payment purposes, please refer exclusively to invoices issued by Heriot-Watt University Malaysia, sent from [HWMReceivables@hw.ac.uk](mailto:HWMReceivables@hw.ac.uk).

Sample:

 UK   DUBAI   MALAYSIA		Page   1 Of 1	
<b>Billed to</b> Nurhusvi Basri Surian Residences Condominium, Jalan PJU 7/15, Mutiara Damansara 47810 Selangor MALAYSIA		<b>INVOICE</b> 10620825	
Invoice Date	09-09-2024		
Customer Number	H00410410		
Reference		Total Amount	54,000.00
Currency	MYR		

Students will also receive validated e-invoices as references from [mytaxdeinvoisnoreply@deloitte.com](mailto:mytaxdeinvoisnoreply@deloitte.com) as part of the Inland Revenue Board of Malaysia's (IRBM) initiative to enhance tax administration efficiency.

Sample:

<b>Heriot-Watt University Malaysia Sdn Bhd</b> No 1 Jalan Venna P5/2 +603-8894 3888 <a href="mailto:HWMReceivables@hw.ac.uk">HWMReceivables@hw.ac.uk</a>			
Supplier TIN : C22244115010		Document Code : Invoice	
Supplier Registration No : BRN:201101039043		Unique Identifier No : 4RWRWPRC7M3J2RDVZZNH8JNJ10	
Supplier SST ID : NA		Document No : 10632387	
Supplier MSIC code : 85302		Date & time : 28-02-2025 00:00:00	
Business Description : College and university education (Private)			

# F.A.Q.

## **3. Why is my tuition fee on the enrolment page incorrect?**

**The tuition fee at enrolment page is not the final tuition fee. You may refer to your offer letter for the correct fee.**

## **4. Why is my fee status stated as 'Overseas'?**

**Our enrolment system is based on the UK campus. Hence, Malaysia is considered as an overseas campus.**

## **5. When is my tuition fee due?**

**All fees are payable in advance. Full settlement of first semester fee is required upon registration or by the intake date and according to the due dates for subsequent semesters as stated in the payment schedule.**

# F.A.Q.

## 6. Do I need to pay my tuition fee by semester or for the full year?

Your tuition fee will be charged by academic year, but you can also opt to pay your fee which you need to pay before due date stated on the tuition fee invoice.

## 7. How can I make the payment?

<https://www.hw.ac.uk/malaysia/study/fees/tuition.htm>

Mode of payments:

a) Online debit/credit card and direct bank transfer can be paid through the Heriot-Watt Online Payment System at myHWU Apps or <https://studentpayments.hw.ac.uk>.

## 8. How do I get an official receipt for my payment?

Students need to request the official receipt from SSC (Student Service Centre) via email [student-services-malaysia@hw.ac.uk](mailto:student-services-malaysia@hw.ac.uk) which official receipt will be sent to the student's HW email within 48 hours.

# F.A.Q.

## 9. Can I pay my tuition fees by instalment?

**You may pay your tuition fee by instalment. We have a 6 Months Instalment payment option with Maybank Credit Card. The instalment is only applicable to a credit card issued by Maybank in Malaysia.**

**Features:**

- **Interest free (0% interest rate)**
- **6 months Instalment period to the card holder**
- **Minimum charged of RM15,000 (for Tuition Fees and/or Accommodation Fees)**
- **The University shall charge RM200 administration fees for each Instalment plan signed**

**Students can apply for the instalment plan at the 'University Online Payment System' which is available at myHWU Apps or at: <https://studentpayments.hw.ac.uk>.**

## 10. Are there any ATM machines available at the campus?

**There are no ATM machine available at the campus.**