

# MEMORANDUM

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

16 Sya'ban 1445  
26<sup>th</sup> February 2024

To: **All Students of Kolej IGS**

Dear All,

## **RE: IMPORTANT NOTICE REGARDING THE SETTLEMENT OF PROGRAMME FEES FOR ENROLLMENT INTO THE NEXT SEMESTER**

The Management of Kolej IGS would like to bring to your attention regarding the above-mentioned subject.

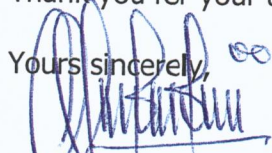
As we approach the conclusion of the current semester, we would like to remind all students the importance of settling all their programme fees to ensure a seamless transition into the next semester. It is crucial to addressing this matter promptly to ensure a smooth continuation of the academic journey. Based on our records, there remain still outstanding programme fees for the previous and current semesters unpaid and it is important to note that payment is a fundamental obligation of students to sustain the educational services provided by Kolej IGS.

Regrettably, in view of the need to be operationally sound, students with unsettled programme fees will not be permitted to proceed to the next semester. They will have to join the following semester depending on the full settlement of the their balance of fees for the current and the previous semesters. This decision is made in adherence to a Kolej IGS policy requiring the necessity for us to maintain the cash flow system of the institution to ensure that the students can continue their educational journey without disruption. We understand that some students may have financial difficulties in settling the balance of their programme fees. This is why we are sending out this memorandum in advance before the next semester starts so that the students are in a position to do something about their balance fees without placing the financial burden on the institution. If the students wish to see the Kolej IGS Chief Executive Officer to discuss the reason behind this policy, they are encouraged to do so but do not expect too much in terms of allowing students to go to the next semester without balance fee settlement.

To ensure a smooth transition into the next semester, please proceed to the Department of Finance and Asset Management for early fee settlement.

Thank you for your understanding and cooperation.

Yours sincerely,



**[DR. HAJI AZAHARAINI BIN HAJI MOHD JAMIL]**

Chief Executive Officer

Kolej International Graduate Studies (Kolej IGS)

Brunei Darussalam



cc: Heads of Departments and Faculties  
Assistant Finance Officers  
Circulation for Teaching Staff and Students  
File



**Kolej International Graduates Studies**, Blok Tengah, Kompleks Setia Kenangan, Lot 22083 Kiulap,  
Mukim Gadong BE1518, Negara Brunei Darussalam.

Tel: +673-2238701 | Fax: +673-2238710 | Email: [enquiries@igsbrunei.edu.bn](mailto:enquiries@igsbrunei.edu.bn) | Website: