

# MEMORANDUM

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

24 Rejab 1445  
05<sup>th</sup> February 2024

To:  
**All Graduating Batches of Kolej IGS**

Dear All,

## **RE: REMINDER: SETTLEMENT OF PROGRAMME FEES BEFORE CONVOCATION**

We trust this memorandum finds all students of the graduating batches well and prepared for the upcoming convocation, which will take place in May 2024.

I would like to bring to your attention that the Department of Finance and Asset Management is currently following up with all graduating students via official letters to remind all students to settle their programme fees before the up-coming graduation.

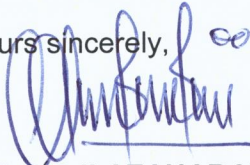
As part of the Kolej's financial procedure, the Management of Kolej IGS would like to remind all graduating students to ensure that their programme fees are settled promptly and obtain the financial clearance from the mentioned Department. The students' financial clearance is required to be shown to the 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. It is much appreciated if the graduating students/parents could settle the balance of their programme fees in the shortest time possible and not to wait until the time the convocation takes place. The convocation ceremony will be announced at a later date once Kolej IGS has received confirmation from the Guest of Honor.

Heads and members of all the faculties are to take note of this financial procedure and are required to enforce this by not letting the graduating students to join the convocation ceremony without showing the financial clearance form signed by the Finance and Asset Management Department.

For any queries or assistance related to programme fee payments, please proceed to the Department of Finance and Asset Management of Kolej IGS.

Thank you for your 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 Members and Graduating Batches  
File

