

Ref. No.: N22/RO/NOTICE/012

Date: 28/3/2022

To: All Vocational Programme Graduates

RE: Updated Gown Deposit Adjustment and Gown Collection

The 2022 Spring Convocation will be held on 29 April. To reduce student's burden in participating in the convocation, it was decided to reduce the gown deposit to RM200. Graduates can get their deposit back within 3 weeks after returning their gowns. The information on payment of gown deposit and collection of gowns are as follows:

1. Gown Deposit (RM 200)

- a. Please pay the RM 200 graduation gown deposit to the New Era University College account:

Beneficiary : NEW ERA EDU SDN. BHD.

Bank Name : OCBC BANK (MALAYSIA) BERHAD

Beneficiary A/c No. : 706-109344-8

**Reference : Student ID number-Programme Code, Gown
Example: (1730782-MMCD), Gown**

- b. After the successful payment, please email the transaction proof to the Finance Department: finance@newera.edu.my (the email must include name, Student ID number, purpose, and proof of transfer record)
- c. Deadline for payment: **11 April 2022 (Monday)**.
- d. After returning the gown, the RM 200 deposit will be returned within 3 weeks.
- e. Please log in to the student portal to update your bank account information immediately:
http://cmsserver.newera.edu.my/cms4/stud/stud_login.asp

The bank account information can only be the **student's personal account, the mother's personal account or the father's personal account**. Non-personal accounts will face the risk of payment transfer failure.

Note: 1. If the bank account information has not been changed, there is no need to update it.

2. For those who have paid RM 400 deposit, the balance of RM 200 will be refunded to the student account within 3 weeks.

2. Collect Graduation Gown

- a. Date: 23 April 2022 (Saturday)
- b. Time: 1:00 pm to 5:00 pm
- c. Venue: UG Hall
- d. Please inspect the gown immediately after collection! Please request for an exchange if there are any items missing or damaged.
- e. If family members or classmates are collecting the graduation gowns on the student's behalf, a hard copy of an authorization letter must be presented when collecting the gowns.

- f. The Authorization Letter can be downloaded here: [Authorization Letter](#) (The authorization letter must specify the gown size being requested.)

Note: On the day of the ceremony, all replacement requests will not be entertained.

3. Return of Library Books

- a. Students must return all borrowed books to the library by 11 April 2022.
- b. Once students with number beginning with 17XXXXXX returned their graduation gowns, the Finance Department will remit the library deposit to their bank accounts within 2 months.
- c. Students with number beginning with 18XXXXXX or later have no book deposits.

The University College will regularly update the SOP for the convocation in accordance with the national pandemic prevention standards. We urge all graduates to refer to our campus's pandemic prevention standards at any time. The University College welcomes graduates to participate in this convocation ceremony. We hope to see you there! For further information, please email to Registrar's Office: registrar@newera.edu.my.

Registrar's Office

New Era Institute of Vocational & Continuing Education