



**KOLEJ PENGURUSAN PENERBANGAN DK081(B)
(AVIATION MANAGEMENT COLLEGE)**

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MEMORANDUM

**From : Management Committee
Aviation Management College**

To : All New Enrolled Students

Date : 23 April, 2020

COVID-19 CONTINGENCY ACTION FOR APRIL 2020 SEMESTER

First of all, we thank you for your continued co-operation and understanding in light of how we as an educational institution have had to adapt to the COVID-19 pandemic. With many inquiries pertaining on our upcoming April semester 2020, this memo is meant to answer all uncertainties that you might be questioning. Here are the our contingency actions in light with our current situation:

- 1) Our semester commencement shall be on the **2nd May 2020**, where all academic classes / activities / assessments will be conducted via online mode in the beginning of the semester April 2020; depending on the further instructions by Ministry of Higher Education Malaysia and Malaysian National Security Council. You shall only report physically at AMC on our revised registration day on the **1st June 2020**. Till then, kindly stay safe at home while going through our online classes and activities. The flexibility on our online mode will be announced separately by our Head of Academic Department.
- 2) Nonetheless, we recognise that online learning might not fully replicate the experience that you normally receive in class along with the current economic situation which you may find the prospect of normal tuition fees more challenging. With that, we would like to announce that a discount of 10% for your April 2020 semester shall be given to all newly enrolled students. This 10% discount shall be reflected in your student portal before the deadline of outstanding balance on the 14th June 2020. The balance of the admission fee (RM2,000) is also structured in 2 instalment mode; RM1,000 latest by 30th April 2020 and another RM1,000 latest by 1st June 2020. You can pay the whole amount of RM2,000 for balance admission fee if you want to. You can make payment through our Raudahpay online system which we have emailed the bill to your respective email address.
- 3) Student activities by the department of Student Affairs shall be conducted via online as well, as we encourage all students to participate in your live / stream and online activities. We seek the cooperation of all Club advisors and presidents to organize any activity during this pandemic season. Get creative and most importantly, utilise the time and fun that we may have during this restriction.

On behalf of AMC management, we would like to wish all muslim AMCIans Salam Ramadhan Al- Mubarak. May you experience a fruitful and blessing Ramadhan despite this virus situation, insyaAllah.

Faiz Aizat Ab Manan

Chief Executive

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