



## EMERGENCY GUIDE



If a student experiences an accident or illness, and requires treatment, he/she or his/her representatives should follow this procedure:

1. Inform the student's Academic Advisor.
2. Request a Guarantee Letter (GL) from the Student Affairs Office or directly contact Puan Sam Faheeda Abd Samad (07-4537043). The GL should be given to the hospital before treatment.
3. For assistance, contact the FKAAS Student Welfare Unit (Dr. Siti Radziah Abdullah: 010-8208765 or Dr. Mohd Azlan Mohd Yusoff: 010-4470689).
4. If the student requires treatment/surgery, provide a medical leave of absence letter to Dean, together with the medical report.
5. Notify the student's course lecturers about the student's medical emergency and leave of absence.

Emergency due to death of student or student's family member:

The Welfare and Sponsorships Unit, HEP will pledge a donation for funeral (Khairat kematian) once the death certificate is provided as evidence.

For more info, you can click [HERE](#)





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## Frequently Asked Questions

### Question 1

Does the university cover the medical cost for a student seeking treatment at a government hospital?

*Yes. The university allocates up to RM10,000 / year to each student for treatment at a government hospital. If the cost of treatment exceeds the prescribed amount, approval from the Vice Chancellor is required.*

### Question 2

Does the university cover the medical cost for a student seeking treatment at a private hospital?

*Yes. The university allocates up to RM2,000 / year to each student for treatment at a private hospital with reasonable causes.*

### Question 3

Does the university provide financial assistance to non-Muslim students?

*Yes. The student can make a request at the HEP Office for financial assistance.*

### Question 4

If there is death in the student's family, what sort of contribution does the university offer?

*The university will make a contribution towards the cost of flight ticket and funeral expenses (khairat kematian).*