

17 March 2020

Dear Graduands,

**Postponement of the 7<sup>th</sup> Vision College Convocation Ceremony**

It is with deepest regret and much consideration that due to the COVID-19 pandemic situation in Malaysia, Vision College has decided to postpone the 7<sup>th</sup> Vision College Convocation Ceremony, scheduled on 5<sup>th</sup> April 2020 at New World Hotel, Kelana Jaya to a new date to be announced later.

The postponement of the convocation event is a proactive measure to ensure the health and safety of all graduands, their family members, Vision College guests, staff and students.

The college will be monitoring the situation and a new date of the convocation ceremony will be announced at a later date.

Kindly refer to Appendix A for matters relating to your convocation such as convocation fees and collections of certificates.

We sincerely apologise for any inconvenience caused and we seek your kind understanding on this matter.

Thank you.

Yours sincerely,

*Zuraini*

Zuraini Mohd Salim  
Registrar  
Vision College

## APPENDIX A

<p><b>Certificate and Transcripts</b></p> <p>Graduands are given <b>TWO (2)</b> options in regards to this:</p> <p>Option 1: Self collect</p>	<p>Certificate and transcripts can be collected from 1<sup>st</sup> May 2020 onwards at Vision College office counter from Monday- Friday, 9am-5.00pm.</p> <p>*Please take note that the graduands will have to complete the Tracer Study form (<a href="http://graduan.moe.gov.my/">http://graduan.moe.gov.my/</a>) and submit the acknowledgment form at the office counter in order to collect your certificate and transcripts. The tracer study system will open starting 20 April 2020</p>
<p>Option 2: Request for postage</p>	<p>Postage fees will be charged to graduands who would like their certificate and transcripts delivered to them.</p> <p>Postage fees of RM30 will be charged.</p> <p>*Please take note that the graduands will have to complete the Tracer Study form (<a href="http://graduan.moe.gov.my/">http://graduan.moe.gov.my/</a>) and email or Whatsapp the</p> <ol style="list-style-type: none"> <li>1) Acknowledgment Form and</li> <li>2) Postage payment slip to registry@vision.edu.my or 0125165300/0104692300.</li> </ol>
<p><b>Convocation Fees</b></p> <p>Graduands are given <b>TWO (2)</b> options in regards to this:</p> <p>Option 1: Request for convocation fees refund</p>	<p>A request can be done by filling in the 'Request Refund Form' which is made available on Google Drive. The link will be sent to the graduands thru email on <b>5 April 2020</b></p> <p>The request can only be done between <b>6<sup>st</sup> April- 30<sup>th</sup> April 2020</b>. Any request of refund after the stipulated date, will not be entertained.</p> <p>The bursary will then process the refund from 30<sup>th</sup> April onwards.</p>
<p>Option 2: Convocation fees to be retained for the upcoming convocation ceremony.</p>	<p>The convocation fees will be used for the upcoming convocation.</p>