

APPLICATION FORM

(Malaysian Students)

SUNWAY COLLEGE



Please affix

a recent photograph

here.

Please follow carefully the steps given on Page (i). Incomplete information may delay the processing of this application.

SECTION 1: PERSONAL DETAILS

Are you a former student of Sunway?

Yes

Programme

Intake

No

If yes, please specify name and intake of programme completed.

Name As in NRIC/Passport	Surname / Family Name	Given Name / First Name
NRIC/Passport No.	Passport Expiry Date (dd-mm-yyyy)	(for International Students only)
Date of Birth (dd-mm-yyyy)	Place of Birth	
Nationality		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Race	<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others (please specify)	
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Others (please specify)	
[Information relating to your religious belief is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]		
If you are now in Malaysia, please specify your immigration pass type and expiry date (for International Students only):		
<input type="checkbox"/> Student <input type="checkbox"/> Social Visit <input type="checkbox"/> Dependent <input type="checkbox"/> Diplomatic	Expiry Date (dd-mm-yyyy)	

SECTION 2: PROGRAMME DETAILS

Please specify **intake** for admission and select **ONE(1)** programme by placing a tick (✓) in the appropriate box provided below:

Intake (mm-yyyy)	
Foundation and Pre-University Programmes	
<input type="checkbox"/> FIA Foundation in Arts	<input type="checkbox"/> CIMP Canadian International Matriculation Programme
<input type="checkbox"/> AUSMAT Australian Matriculation	<input type="checkbox"/> MUFY Monash University Foundation Year
<input type="checkbox"/> ALE Cambridge GCE A-Levels	<input type="checkbox"/> FIST Foundation in Science and Technology
Diploma Programmes	
<input type="checkbox"/> DFIN Diploma in Finance	<input type="checkbox"/> DPA Diploma in Professional Accounting
Degree Programme (Twinning or 3+0, Victoria University, Australia)	
<input type="checkbox"/> VUBU Bachelor of Business	
Postgraduate Programmes (Victoria University, Australia)	
<input type="checkbox"/> VUMBA Master of Business Administration	<input type="checkbox"/> VUMB(ERPS) Master of Business (Enterprise Resource Planning Systems)
Professional Accounting Programmes	Mode
<input type="checkbox"/> ACCA Association of Chartered Certified Accountants	[] FT [] PT
<input type="checkbox"/> CAT Certified Accounting Technician	
<input type="checkbox"/> ICAEW Institute of Chartered Accountants in England and Wales	[] FT [] PT
<input type="checkbox"/> CFAB Certificate in Finance, Accounting and Business	
Other Programme (please specify name of programme if it is not listed above)	

SECTION 3: CONTACT DETAILS**Student's Correspondence Address**

Postcode				City				State / Province			
Country						Contact No.					
						Home					
						Mobile					

Email

Permanent / Home / Parent's Address (please provide if different from above)

Postcode				City				State / Province			
Country						Contact No.					
						Home					
						Mobile					

Parent/Guardian

Name

Contact No. **Relationship**

Email

SECTION 4: EMERGENCY CONTACT DETAILS

Contact Person

Name

Contact No. **Relationship**

Email

SECTION 5: MEDICAL DETAILS

Do you have any disability / impairment / long-term medical conditions that may affect your studies? Yes No
 If yes, please provide details in the space given below in order for us to assist you during your studies at Sunway College.

SECTION 6: SPONSORSHIP / SCHOLARSHIP / BURSARY DETAILS

Are you applying to Sunway College on a sponsorship, scholarship or bursary grant? Yes No
 If yes, please provide the name and contact details of sponsor/scholarship/bursary in the space given below.

Name of sponsor/scholarship/bursary

Contact Person

Job Title

Address

Postcode City State / Province

Contact No.

Country

Email

SECTION 7: ACADEMIC DETAILS

Name of Highest Academic Qualification

SPM STPM O-Levels A-Levels UEC Others (please specify below)

Level High School Pre-U/Cert. Diploma Degree Others (please specify)

Result Type Actual Forecast **Year Completed**

Name and Address of Institution or School (where the above qualification was obtained)

All Malaysian students are required by the Ministry of Education to complete a compulsory subject of Bahasa Kebangsaan A. However, students who have obtained a 'Credit' or better in their SPM Bahasa Melayu or successfully completed the Bahasa Kebangsaan A subject with a minimum mark of 50% prior to joining the programme indicated in Section 2 may be waived. Therefore, kindly provide Sunway College with all necessary academic documents to support this waiver.

Kindly indicate your grade and/or marks obtained for:

- SPM Bahasa Melayu:
(grade)

- Bahasa Kebangsaan A: and %
(grade) (mark)

Please refer to the programme leaflet for information on English Language requirements to ensure your eligibility for admission to the chosen programme.

English Language Qualification (please provide highest achievement)

Level SPM IELTS MUET TOEFL Others (please specify)

Grade/Score **Year Completed**

Name and Address of Institution or School (where the English Language Qualification was obtained)

Important

Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section 8 before proceeding to the next section of this application form.

SECTION 8: TERMS AND CONDITIONS FOR ADMISSION

1. A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
2. Fees payable are shown in the programme fee structure. Please note that Sunway College reserves the right to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semesters (except the total tuition fee payable).
3. Fees due in the semester must be paid in advance in the first semester and before the first day of class in the subsequent semesters. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
4. Enrolment and General fees are NOT refundable.
5. The proportion of tuition fee refund, upon official withdrawal, is shown below:
 - 75% refund (by the 5th working day from the commencement of semester)
 - 50% refund (by the 6th–8th working day from the commencement of semester)
 - No refund (after the 8th working day from the commencement of semester)
6. A transfer fee of RM300 is charged for every inter-programme transfer.
7. Fees paid are normally not transferrable except under the circumstances stated below and provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of School or Director of Programme.
 - Transfer due to a call for National Service.
 - Transfer due to medical reasons.
8. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 7, and after the deductions made against any fees or payments due and owing to Sunway College.
9. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
10. A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.
11. The details regarding any disability / impairment / long-term medical condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.
12. A copy of the Sunway College Student Code of Conduct has been posted on the portal at <http://izone.sunway.edu.my>. Students are expected to read and abide by all rules and regulations of Sunway College including policies on the use of campus facilities.
13. Sunway College reserves the right to review and amend the rules and regulations (including policies) at anytime.

Appointed representative's stamp

Applicant's personal email address:

SECTION 9: ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

Applicant

I have read and fully understand all the terms and conditions governing admission before submitting this application.

I hereby declare that all information provided by me in this form, including those information given in all other documents submitted with this form, is complete and accurate. I also accept that Sunway College reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of non-attainment of minimum entry requirements, incomplete or inaccurate information.

I have read the Personal Data Protection Notice (http://sunway.edu.my/pdpa/notice_english (English version) or http://sunway.edu.my/pdpa/notice_BM (Malay version)) ("**Notice**") and consent to Sunway College processing my personal data in accordance with the Notice.

I also hereby warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of my application (such as information relating to my parents) and I have extended a copy of the Notice to the third parties.

I consent to educational institution at which I have previously been a student and/or my current or any past employer, providing Sunway College with information which they hold about me for the purpose of Sunway College verifying my grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("**Sponsor**"), I authorise Sunway College to release fee and academic progress information to my Sponsor. I also consent to Sunway College releasing fee and academic progress information to my parent or guardian.

(please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group including future events, promotions, updates and any other marketing activities.

(please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

Name

As in NRIC

NRIC No.

Date

(dd-mm-yyyy)

Parent / Guardian (if Applicant is below 18 years old)

I hereby agree to pay all fees due on the dates stipulated by Sunway College.

I understand and agree that Sunway College has the right to bar my child/ward, including termination of enrolment, due to default in payment of fees.

I have also read and fully understand all the terms and conditions governing admission for this application. I hereby apply for his/her place of study at Sunway College.

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I also hereby warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of this application (such as information relating to emergency contacts) and I have extended a copy of the Notice to the third parties.

I consent to any educational institution at which the Applicant has previously been a student and/or the Applicant's current or any past employer, providing Sunway College with information which they hold about the Applicant for the purpose of Sunway College verifying the Applicant's grades and/or qualifications and/or experience.

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Signature of Parent / Guardian

Name

As in NRIC/Passport

NRIC / Passport No.

Date

(dd-mm-yyyy)

FOR OFFICE USE ONLY

1. Approval for Admission

Full Offer

Conditional Offer (with the following conditions)

- Actual results to meet programme entry requirements
- Produce original academic documents for verification

Other conditions (please specify)

Signature of Authorised Approver

Name

Date

(dd-mm-yyyy)

2. 1st Review of Conditional Offer

Conditions Fulfilled

New Conditions

Offer Withdrawn

Please specify conditions here

Signature of Authorised Reviewer

Name

Date

(dd-mm-yyyy)

3. 2nd Review of Conditional Offer (only applicable if conditions given in 1st review)

Conditions Fulfilled

Offer Withdrawn

Signature of Authorised Reviewer

Name

Date

(dd-mm-yyyy)

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I consent to educational institution at which I have previously been a student and/or my current or any past employer, providing Sunway College with information which they hold about me for the purpose of Sunway College verifying my grades and/or qualifications and/or experience.

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Signature of Applicant

Name

As in NRIC

NRIC No.

Date - -
(dd-mm-yyyy)

Parent / Guardian (if Applicant is below 18 years old)

I hereby agree to pay all fees due on the dates stipulated by Sunway College.

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Signature of Parent / Guardian

Name

As in NRIC/Passport

NRIC / Passport No.

Date - -
(dd-mm-yyyy)

INFORMATION FOR MAKING PAYMENTS

Choose one of the following methods for payment of fees:

Cash Pay at the Financial Services Counter, which is located at Level 1, North Building of Sunway Campus.
Direction: Enter the campus building through the foyer (from the main entrance in South Building) and walk towards the escalator/stairway to North Building. The Financial Services Counters is on your left, immediately after the escalator/stairway.

Cheque Cheques must be made payable to Sunway Education Group Sdn Bhd.
Please write the student's name, NRIC number and programme enrolled on the reverse of the cheque.
Pay or use the "Drop & Go" box at the Financial Services Counter. Follow the direction given above to get there.

Direct bank-in or telegraphic transfer Payments must be made payable to Sunway Education Group Sdn Bhd.
Bank name: **HSBC Bank (Malaysia) Bhd**
Account number: **352-063093-101**
Address: **Unit 2A & 2A-A, Jalan USJ 10/1B, 47610 UEP Subang Jaya, Selangor Darul Ehsan, Malaysia**
Swift code: **HBMBMYKL (for TT)**
Please fax or email telegraphic slip as proof of payment and provide the student's name, NRIC number and programme enrolled.

APPLICATION PROCEDURE

(Malaysian Students)

Follow the 5 Simple Steps to Complete Your Application to Sunway College!

STEP 1: TALK TO OUR PROGRAMME COUNSELLORS

- Furnish your academic results and ensure that you meet all the entry requirements of the programme.
- Receive a copy of the programme leaflet/brochure and fee structure. (Request for scholarship information, if applicable.)
- Understand the structure, options and duration of the programme. (Request for subject exemptions, if applicable.)

STEP 2: GET READY TO FILL UP THIS APPLICATION FORM

- Get ready the following documents/information before you begin with the application form:
 - Academic records (e.g., results, transcripts and certificates) NRIC
 - English Language achievements (if any) Sponsorship/Scholarship Offer Letter (if applicable)
 - Contacts: correspondence, permanent and emergency

STEP 3: FILL UP THIS APPLICATION FORM

- Use a black or blue ballpoint pen to complete this form.
- Remember to write clearly in CAPITAL letters in the relevant space given.
- Complete all sections in this application form using the following checklist:
 - Applicant's details Sponsorship/Scholarship/Bursary details Programme details
 - Academic details Contact details Applicant's signature and date
 - Emergency contact and medical details Parent's/Guardian's signature and date

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for enrolment fee of RM700 (non-refundable)**
- Attach ONE (1) passport-size photograph on the space given**
- ONE (1) certified true copy of Identity Card (NRIC)**
- School leaving/completion certificate
- Supporting documents for subject exemption (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification:
 - IELTS TOEFL MUET Others (please specify)
- Certified true copies of all relevant academic qualifications/results**:
 - SPM (Forecast) SPM (Actual) O-Levels UEC STPM A-Levels
 - AUSMAT CIMP FIA FIST MUFY Certificate
 - Diploma Degree
 - Others (please specify)

IMPORTANT

1. This application cannot be processed without the required items (as indicated with **).
2. Please do not send cash through the post. Sunway College will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
3. If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of **RM500** is required for each application.
4. Please refer to the information given on page (ii) for more details about making payments.

STEP 5: SUBMIT YOUR APPLICATION

- Submit the application form and all relevant documents and items to a counsellor at the **Admissions Office**; or
- Post the application form and all relevant documents and items to the following address:

THE ADMISSIONS OFFICE

Operating Address:
No. 2 Jalan Universiti
Bandar Sunway
47500 Selangor Darul Ehsan
Malaysia
Tel: +603-5638 7176
Fax: +603-5638 7177
Email: info@sunway.edu.my