

Please affix a recent photograph here.

Incomplete information may delay the processing of this application.

SECTION 1: PERSONAL DETAILS

Are you a former student of Sunway?

☐ Yes ☐ No

Programme Intake

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

Surname / Family Name		Given name / First Name	
Name As in NRIC/Passport			
NRIC/Passport No.		Passport Expiry Date (dd-mm-yyyy)	
		– – (for international Students only)	
Date of Birth (dd-mm-yyyy)		Place of Birth	
– –			
Nationality			
Gender		Marital Status	
☐ Male ☐ Female		☐ Single ☐ Married ☐ Divorced ☐ Widowed	
Race			
☐ Malay ☐ Chinese ☐ Indian ☐ Others (please specify)			
Religion			
☐ Muslim ☐ Buddhist ☐ Hindu ☐ Others (please specify)			
If you are in Malaysia, please specify your immigration pass type and expiry date (for International Students only):			
☐ Social Visit ☐ Student ☐ Dependent ☐ Diplomatic		Expiry Date (dd-mm-yyyy)	
		– –	

SECTION 2: PROGRAMME DETAILS

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

Intake (mm-yyyy)	–		
Foundation Programmes			
☐	FIA	Foundation in Arts	
Diploma Programmes			
☐	DIBA	Diploma in Business Administration	
☐	DIMT	Diploma in Marketing	
☐	DIGD	Diploma in Graphic Design	
☐	DIID	Diploma in Interior Design	
☐	DBIS	Diploma In Business Information System	
Professional Accounting Programmes		Level	Mode
☐	ACCA	Association of Chartered Certified Accounting	☐ Knowledge ☐ Skills ☐ Professional ☐ FT ☐ PT
☐	CAT	Certified Accounting Technician	☐ Knowledge ☐ Skills ☐ Professional ☐ FT ☐ PT
Other Programme (please specify name of the programme if it is not listed above)			

SECTION 3: CONTACT DETAILS

Student's Correspondence Address

Postcode								City								State / Province															
																Contact No.															
Country																Home															
																Mobile															
Email																															

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

Postcode								City								State / Province															
																Contact No.															
Country																Home															
																Mobile															

Parent/Guardian Name

Surname / Family Name												Given Name / First Name																							
NRIC/Passport No.												Relationship																							
Occupation												Contact No.																							
												Mobile																							
												Office																							
Email																																			
Household Income																																			

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 to assist you during your studies at Sunway College Ipoh.

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Important Notes

Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section 9 before proceeding to the next section of this application form.

SECTION 9: TERMS AND CONDITION FOR ADMISSION

1. A student is considered fully registered 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 Ipoh 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.
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 college facilities.
4. Application, Registration and General fees are NOT refundable.
5. The proportion of tuition fee refund, upon official withdrawal, is shown below:
 - 100% refund (before the commencement of semester)
 - Not exceeding 50% refund (within 1st week after the commencement of semester)
 - No refund (after 1st week of the commencement of semester)
6. In the event that a student is expelled from the college or leaves the college due to disciplinary/academic misconduct, there shall be no refund of fees except refundable deposit.
7. A student who has applied for a study loan from bank or the government (e.g. PTPN/MARA/EPF withdrawal) must pay all outstanding fees before the commencement of the intake.
8. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
9. Students who wish to transfer to another programme in the College are required to pay the 'Registration Fee' for the new programme of study.
10. Tuition fees transferred from one programme to another programme are not refundable and may transfer only once. No tuition fee is transferable after the second week of the semester with the exception to course deferment.
11. Students who wish to defer their studies due to National Service, financial constraints, medical or other reasons must obtain approval from the Head of Academic by submitting an official letter. The proportion of fees transferable, upon official deferment, is shown below:
 - All fees paid are transferable to new semester if the deferral is effected within the second week of the semester commencement.
 - Only application & library deposit are transferable to the new semester if the deferral is effected after the second week of semester commencement or after the completion of a semester.
12. Tuition fee paid is allowed to be deferred once only.
13. Student handbook is given to students on the orientation day. Students are expected to read and abide by all rules and regulations of Sunway College Ipoh including policies on the use of college facilities.
14. Sunway College Ipoh reserves the right to review and amend the rules and regulations (including policies) at anytime.

SECTION 10: ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

Applicant

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

I have read Sunway Education Group's privacy policy and the purposes for which my personal information will be used. I authorize the college to disclose my personal information for educational / academic purposes, in compliance of legal obligations, or in accordance with privacy policy.

I authorize the college to release my academic / educational progress to my parent/ guardian (details of which are in the next column) (if Applicant is below 18 years old).

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 Ipoh 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.

Signature of Applicant

Name

As in NRIC

NRIC /

Passport 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 Ipoh.

I understand and agree that Sunway College Ipoh has the right to bar my child/ ward including deregistration, 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 Ipoh.

Signature of Parent / Guardian

Name

As in NRIC

NRIC /

Passport No.

Date

(dd-mm-yyyy)

FOR OFFICE USE ONLY

Application Received by: _____

Approval for Admission

☐ Full Offer

☐ Conditional Offer (with the following conditions)

[] Actual results to meet programme entry requirements

[] Produce original academic documents for verification

Please specify other conditions here

Signature of Authorised Approver

Name

Date

(dd-mm-yyyy)

Date Received: _____ Receipt No.: _____

Documents Attached (Malaysian student)

() Application & Registration Fees of RM 250 (non-refundable)

() Hostel Application Fee of RM 200, if required (non-refundable)

() A copy of NRIC (National Registration Identity Card)

() 4 recent passport size photos

() Certified true copies of academic results, school leaving certificate & school testimonial

Documents Attached (International student)

Please visit: <http://sunway.edu.my/ipoh/> for admission documents required.