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Telephone: +6 07 359 6880   Fax: +6 07 359 6890   Website: <http://www.sunway.edu.my/jb>   Email: [infojb@sunway.edu.my](mailto:infojb@sunway.edu.my)

APPLICATION FORM (Malaysian Student)

NAME (as in MyKad) :

INTAKE (month / year) :

PRE-UNIVERSITY PROGRAMMES

☐ AUSTRALIAN MATRICULATION (Western Australian Certificate of Education)

☐ CAMBRIDGE A-LEVELS (Cambridge International Examinations)

☐ MONASH UNIVERSITY FOUNDATION YEAR (MUFY) in collaboration with Monash International, Australia

☐ FOUNDATION IN \_\_\_\_\_

DIPLOMA PROGRAMMES

☐ DIPLOMA IN ACCOUNTING

☐ DIPLOMA IN BUSINESS ADMINISTRATION

☐ DIPLOMA IN EVENTS MANAGEMENT

☐ DIPLOMA IN HEALTH CARE MANAGEMENT

☐ DIPLOMA IN HOTEL MANAGEMENT

☐ DIPLOMA IN INFORMATION TECHNOLOGY

☐ DIPLOMA IN INTERNATIONAL BUSINESS

☐ DIPLOMA IN MARKETING

DEGREE PROGRAMME

☐ BACHELOR OF BUSINESS 3+0 in collaboration with Victoria University Melbourne, Australia

MAJOR: \_\_\_\_\_

PROFESSIONAL ACCOUNTING PROGRAMMES

☐ ACCA QUALIFICATION

☐ CERTIFIED ACCOUNTING TECHNICIAN (CAT)

OTHER PROGRAMMES

☐ CERTIFICATE IN HOTEL OPERATIONS

☐ ENGLISH ENRICHMENT PROGRAMME (EEP)

☐ OTHERS : \_\_\_\_\_

REMARKS (FOR OFFICE USE ONLY)

Entitlement:

☐ Special Bursary Award

☐ Tan Sri Jeffrey Cheah Entrance Scholarship

☐ Community Bursary

School / PPD: \_\_\_\_\_

☐ Neighbourhood Bursary

School / PPD: \_\_\_\_\_

☐ Chinese Independent School Bursary

☐ 10% Continuing Bursary

☐ Inaugural Bursary

☐ Sibling discount – RM500

☐ Progression discount – RM1000

☐ Others: \_\_\_\_\_



PERSONAL PARTICULARS

\* Incomplete application will not be processed

Full Name: (Please underline surname)		Please affix a recent photograph here.
Name in Chinese Characters (where applicable):		
MyKad No:		
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		
Date of Birth: Day / Month / Year		
Place of Birth:		
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single		
Nationality: <input type="checkbox"/> Malaysian <input type="checkbox"/> Others (please state):		
Race: <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others (please state):		
Religion: <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Others (please state):		
Address:		
Mobilephone No:		Telephone No:
Email:		
Please state any disability / impairment / long-term medical condition which may be of concern:		
<input type="checkbox"/> Yes Please state:		OKU Card No:
<input type="checkbox"/> No		
Are you a student / former student of Sunway College Johor Bahru?		
<input type="checkbox"/> Yes Programme:		Intake:
<input type="checkbox"/> No		

PARENT / GUARDIAN

Name of Parent/Guardian:	
Occupation:	Relationship:
Mobilephone No:	Telephone No:
Email:	

EMERGENCY CONTACT

Name:	Relationship:
Mobilephone No:	

SIBLING DETAILS (Who have studied / are studying at Sunway College Johor Bahru)

Name:	Relationship: <input type="checkbox"/> Brother <input type="checkbox"/> Sister
MyKad No:	
Programme:	



ACADEMIC DETAILS

Secondary School Academic Qualification:

<input type="checkbox"/> SPM	<input type="checkbox"/> O-Levels	<input type="checkbox"/> IGCSE	<input type="checkbox"/> Others:
Result Type:	<input type="checkbox"/> Actual	<input type="checkbox"/> Forecast	<input type="checkbox"/> Trials
Name of School or Institution:			Year Completed:
Town:			

Pre-University Academic Qualification:

<input type="checkbox"/> STPM	<input type="checkbox"/> UEC	<input type="checkbox"/> A-Levels	<input type="checkbox"/> AUSMAT	<input type="checkbox"/> MUFY
<input type="checkbox"/> Others:	Year Completed:			
Name of School or Institution:			Town:	

Tertiary Academic Qualification:

<input type="checkbox"/> Diploma	<input type="checkbox"/> Bachelor Degree
<input type="checkbox"/> Others:	Year Completed:
Name of School or Institution:	

TERMS AND CONDITIONS FOR ADMISSION (Please read carefully)

- 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 Johor Bahru 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 students 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) If a student is conditionally accepted into the programme on forecast results but is required to exit/withdraw from the programme due to failure to meet the programme entry requirements, the student will be eligible for a pro-rated refund of tuition fee paid.
- 7) Fees paid are normally not transferable except in extraordinary circumstances provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of Programme for special approval.
- 8) The refundable/transferrable amount of fees or deposits is determined by Nos. 5, 6 and 7, and after the deductions made against any fees or payments due and owing to Sunway College Johor Bahru.
- 9) Enrolment fee is charged for every inter-programme transfer.
- 10) In the event that a student is expelled / suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- 11) A URL link to the Sunway College Johor Bahru Rules and Regulations will be given to each student at the commencement of the programme. Students are expected to read and abide by all rules and regulations of Sunway College Johor Bahru including policies on the use of campus facilities. Sunway College Johor Bahru reserves the right to review and amend the rules and regulations (including policies) at anytime without prior notice.

CHECKLIST (Please provide the following documents)

- 1) Enrolment fee

\* Cheque, Bank Draft, Money/Postal Order should be payable to “ SUNWAY COLLEGE JOHOR SDN. BHD.”
- 2) Certified true copy of MyKad (both sides)
- 3) One passport-size photograph
- 4) Certified true copies of all relevant academic transcripts / results
- Please DO NOT send CASH through the post. Sunway College Johor Bahru WILL NOT be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.



DECLARATION AND SIGNATURE

APPLICANT'S WARRANTY AND CONSENT

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 further agree to:

- 1. Accept that Sunway College Johor Bahru reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of incomplete or inaccurate information.
- 2. Allow Sunway College Johor Bahru to use, without charge, my personal information including photographs and videos for publicity or promotional purposes.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 ([http://sunway.edu.my/jb/pdpa/notice\\_english](http://sunway.edu.my/jb/pdpa/notice_english)), which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my personal data to.

I hereby give consent to Sunway College Johor Bahru to process my personal data in accordance with the Personal Data Protection Notice.

I also hereby warrant that I have obtained all necessary consent from the third party where I have provided their personal information as part of my application (such as information relating to my family members).

I consent to any educational institution providing Sunway College Johor Bahru with the data which they hold about me for the purpose of Sunway College Johor Bahru verifying my grades and qualifications.

Please tick to indicate consent

- ☐ I would like to receive marketing materials and communication from Sunway College Johor Bahru including information on future events, promotions, updates and any other activities.
- ☐ I would like to receive marketing materials and communication from Sunway Education Group and its affiliates and selected business partners including information on future events, promotions, updates and any other activities.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Day / Month / Year

PARENT'S / GUARDIAN'S CONSENT (if Applicant is below 18 years old)

I hereby agree to pay all fees due on the date stipulated by Sunway College Johor Bahru. I understand and agree that Sunway College Johor Bahru 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 Johor Bahru.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 ([http://sunway.edu.my/jb/pdpa/notice\\_english](http://sunway.edu.my/jb/pdpa/notice_english)), which includes the purposes for which my/the student's personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my/the student's personal data to.

I hereby give consent to Sunway College Johor Bahru to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Please tick to indicate consent

- ☐ I would like to receive marketing materials and communication from Sunway College Johor Bahru including information on future events, promotions, updates and any other activities.
- ☐ I would like to receive marketing materials and communication from Sunway Education Group and its affiliates and selected business partners including information on future events, promotions, updates and any other activities.

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ Day / Month / Year

Name of Parent / Guardian: \_\_\_\_\_

FOR OFFICE USE ONLY

Application received by:		Date:	Time:
<input type="checkbox"/> Conditional Offer	<input type="checkbox"/> Full Offer	<input type="checkbox"/> Reject	
Approved by:		Approved by:	
Name	Signature	Name	Signature