APPLICATION FORM



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SECTION 4: CONTACT DETA	AILS		
Student's Correspondence Address			
Postcode City		State/ Province	ē.
Contact No.			
Home		Mobile	
Email			
Downson and Allama / Downstin Address	/nlagge provide if different from a		
Permanent/ Home/ Parent's Addres	s (piease provide il dillerent from at	love)	
Postcode City		State/ Province	3
Country Contact No.			
Home		Mobile	
Parent's/ Guardian's Name			
Relationship (e.g. FATHER, MOTHER,	, UNCLE, AUNT, etc.)		
Contact No.			
Home		Office	
Mobile			
Email			
Additional Information [for B40/M4 Monthly Household Income	40/T20 purpose] (Only required to be	completed for Malaysian stude	ents)
☐ Less than MYR4,000 (B40)	Between MYR4,000 and MY	(R8,500 (M40) Abo	ove MYR8,500 (T20)
SECTION 5: EMERGENCY Parent's/ Guardian's Name	CONTACT DETAILS		
Relationship (e.g. FATHER, MOTHER,	, UNCLE, AUNT, etc.)		
Contact No.			
Home		Office	
Mobile			
Email			

SECTION 6: ACADEMIC DETAILS Kindly provide the title of qualification, name of institution and year of completion in the following table: **Title of Qualification and Institution of Studies Year of Completion** Level **Tertiary Studies** (e.g. Diploma/Degree) Year 12 or equivalent (e.g. STPM/Pre-U) **Secondary Studies** (e.g. SPM/O-Level) (e.g. Doctorate/ Master/ IELTS/ TOEFL) Please submit certified true copies of relevant transcripts (including grading scheme) for ALL academic studies. If the qualifications are in languages other than English, please also supply certified translated copies. Important Information: All Malaysian students are required by the Ministry of Education to complete the Bahasa Kebangsaan A Compulsory Subject. However, students who have obtained a 'Credit' or better in their SPM Bahasa Melayu or successfully completed the Bahasa Kebangsaan A subject prior to joining the programme indicated in Section 3 may be waived. **SECTION 7: STUDENTS WITH SPECIAL CONDITIONS** Do you require special support throughout your studies due to disability, impairment, mental health condition, or long-term medical condition? If yes, Sunway College may require further information from a relevant health professional or medical documents to guide our admission decision and to determine what adjustments or additional support may be needed if admitted. The Student Welfare Unit may work with you to determine how such support can be arranged. Please provide the nature of your disability (*please select all that apply): ☐ A specific learning disabilities such as dyslexia, dyspraxia, dysgraphia, dyscalculia etc. ☐ Autism Spectrum Disorder ☐ Attention-Deficit Hyperactivity Disorder (ADHD) ☐ A longstanding illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma etc. ☐ A long-term/ ongoing mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring use of a wheel chair, crutches or other mobility aid, Cerebral Palsy, etc. ☐ Deaf or a serious hearing impairment $\hfill\square$ Blind or a serious visual impairment uncorrected by glasses ☐ Speech and Language impairment

SECTION 8: TERMS AND CONDITIONS FOR ADMISSION

 \square A disability, impairment or medical condition that is not listed , please specify :

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.

- 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.
- 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. 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.
- 7. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 6, and after the deductions made against any fees or payments due and owing to Sunway College.
- 8. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- 9. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Education and Immigration Department.
- 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 special condition is declared in Section 7 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

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.

Signature of Applicant	
Date (dd-mm-yyyy)	
Name (as in NRIC/Passport)	
NRIC/Passport No.	

Paent / 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

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.

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 and the Applicant's 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 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.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway College to release the Applicant's fee and academic progress information to the Sponsor.

I give consent for the Applicant to participate in psychological services with Sunway College in accordance with Malaysia Counselling Board and Malaysian Society of Clinical Psychology's guidelines.

Signature of Parent/Guardian							
Date (dd-mm-yyyy) Name (as in NRIC/Passport)							
NRIC/Passport No.							

FOR OFFICE USE ONLY Approval for Admission ☐ Full Offer ☐ Conditional Offer (with the following conditions) ☐ To submit actual results that meet programme entry requirements $\hfill \square$ To produce original academic documents for verification ☐ Other conditions (please specify below) Signature of Authorised Approver Name Date (dd-mm-yyyy) **Review of Conditional Offer** □ Conditions Fulfilled ☐ Offer Withdrawn Signature of Authorised Approver Name Date (dd-mm-vvvv)

Additional information	n (only applicable to	intornational	ctudontc)

Application Fees:

- ☐ Enrolment Fee of MYR700 (non-refundable, non-transferable)*
- ☐ Student Pass Processing Fee of MYR2,400 (non-refundable, non-transferable)* ☐ Student Pass Processing Fee of MYR3,400 (Indonesian citizens - 2 years;
- non-refundable, non-transferable)* (applicable to diploma/degree)

Supporting Documents - must be submitted by COURIER or EMAIL. If sent by COURIER:

- ONE (1) passport photo (White background; size 3.5cm X 4.5cm)*
- ☐ ONE (1) copy of passport (full passport including blank pages, on A4 size paper, 2 passport pages per side)*
- ☐ ONE (1) copy of official academic results*
- ☐ Health Declaration Form*

If sent by **EMAIL**, please send in the following file formats:

1	DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
ı	☐ Photo (white background; size 3.5cm X 4.5cm)*	Studio Photo	JPG
ı	☐ Passport Copy*	2000KB	PDF
ı	☐ Official Academic Results*	1000KB	PDF
l	☐ Health Declaration Form*	500KB	PDF

^{*} Application cannot be processed without the required items.

IMPORTANT: Please check with International Office for other additional requirements before payment is made

APPLICATION PROCEDURE

Follow 5 simple steps to complete your application to Sunway College!

STEP 1: TALK TO OUR PROGRAMME COUN	SELLORS		
☐ 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 f	ee structure. (Request for scholarship information, if applic	able)	
☐ Understand the structure, options and duration of the p	rogramme. (Request for subject exemptions, if applicable)		
STEP 2: GET READY TO FILL UP THIS APPLIC	ATION FORM		
☐ Get ready the following documents/information before y			
[] Academic Records (e.g. results, transcripts and ce			
[] English Language Achievements (if any)		ip Offer Letter (if applicable)	
[] Contacts: correspondence, permanent and emer	gency		
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 relev	vant space given.		
☐ Complete all sections in this application form using the f	ollowing checklist:		
[] Applicant's details [] Emerge	ncy contact [] /	Applicant's signature and date	2
[] Programme details [] Academ		Parent's/Guardian's signature	
	condition details	,	
STEP 4: PREPARE THE FOLLOWING DOCUM			
☐ Payment for enrolment fee of MYR700 (non-refundable)	*		
☐ Attach ONE (1) passport-size photograph (White backgro	ound; size 3.5cm X 4.5cm)*		
\square ONE (1) certified true copy of Identity Card (NRIC)*			
\square School leaving/completion certificate (if available)			
☐ Supporting documents for subject exemption (if applicable)	ole)		
☐ Documentary evidence (if financed by scholarship/spons	sorship/study loan)		
☐ Certified true copy of English Language qualification (if a	vailable):		
[] IELTS [] TOEFL [] MUET	[] Others (please specify)		
☐ Certified true copies of all relevant official academic qua	lifications/results*·		
[] SPM (Forecast) [] SPM (Actual)	[] O-Levels [] UEC [] STPM	[] A-Levels [] AUSMAT
[] CIMP [] FIA	[] FIST [] MUFY [] Certifica		Degree
	t 1 FIST t 1 MOFT t 1 Certifica	ite i i Dipiorria i	1 Degree
[] Others (please specify)			
Additional information (only applicable to internatio	•		
☐ Student Pass Processing Fee of MYR2,400 (non-refundable)	ole, non- transferable)*		
☐ Student Pass Processing Fee of MYR3,400 (Indonesian cir	tizens - 2 years; non-refundable, non-transferable)* (applica	ble to diploma/degree/ADTP	
Supporting Documents - must be submitted by COU	RIER or EMAIL		
If sent by COURIER:	If sent by EMAIL:		
☐ ONE (1) passport photo (White background; size 3.5cm X 4.5c	<u> </u>	MAXIMUM	
☐ ONE (1) copy of passport (full passport including blank pages,	,	FILE SIZE	FILE FORMAT
on A4 size paper, 2 passport pages per side)*	Photo (white background; size 3.5cm)		JPG
☐ ONE (1) copy of official academic results*	☐ Passport Copy*	2000KB	PDF
☐ Health Declaration Form*	☐ Official Academic Results*	1000KB	PDF
	☐ Health Declaration Form*	500KB	PDF
IMPORTANT NOTES		<u> </u>	
 This application cannot be processed without the required item 	s (as indicated with *).		
2. Please do not send cash through the post. Sunway College will			of cash.
 If you require on-campus accommodation, please complete the Please refer to the information given on page (ii) for more detail 		required for each application.	
STEP 5: SUBMIT YOUR APPLICATION	is about maning payments.		
☐ Submit the application form and all relevant documents	and items to a counsellor at the Admissions Office or Intern	ational Office: or	
☐ If by courier, please send the application form and all rel		account office, of	
For Malaysian Students:		For International Students	:
THE ADMIS	SIONS OFFICE	THE INTERNATION	
Operating Address (Bonder Cunus)			NAL UFFICE
Operating Address (Bandar Sunway): No. 5 Jalan Universiti	Operating Address (Velocity): V01-06-01, Lingkaran SV	Operating Address No. 5 Jalan Univer	s:

47500 Selangor Darul Ehsan

Malaysia

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