

APPLICATION FORM

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.

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

Male Female

Marital Status

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):

Student Social Visit Dependent Diplomatic PR MM2H

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)

Certificate Programmes

Certificate in Business Studies

Certificate in Art and Design

Foundation Programme

Foundation in Arts

Diploma Programmes

Diploma in Business Administration

Diploma in Information Technology

Diploma in Entrepreneurship

Diploma in Marketing

Diploma in Graphic Design

Diploma in Interior Design

Degree Programme

Bachelor of Science (Hons) in Actuarial Studies in collaboration with Sunway University

Professional Accounting Programmes

ACCA Foundation in Accountancy

ACCA Qualification

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			
Country				Contact No.				Home			
Mobile											

Email

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

Postcode				City				State / Province			
Country				Contact No.				Home			
Mobile											

Parent's / Guardian's Name											
Relationship <i>(e.g. Father, Mother, etc.)</i>				Contact No.							
Email											

Additional Information [for B40/M40/T20 purpose] (Only required to be completed by Malaysian students)

Monthly Household Income

Less than MYR4,000 (B40) Between MYR4,000 and MYR8,500 (M40) Above MYR8,500 (T20)

SECTION 4: EMERGENCY CONTACT DETAILS

Name											
Relationship <i>(e.g. Father, Mother, etc.)</i>				Contact No.							
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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SECTION 6: SPONSORSHIP / SCHOLARSHIP / BURSARY DETAILS

Are you applying to Sunway College Ipoh on a sponsorship, scholarship or bursary grants? Yes No

If YES, please provide the name and contact details of sponsor / scholarship / bursary in the space given below:

Contact Person											
Job Title											
Address											
Postcode				City				State / Province			
Country				Contact No.							
Email											

SECTION 7: ACADEMIC DETAILS

Kindly provide the title of qualification, name of institution and year of completion in the following table:

Level	Title of Qualification	Name of Institution	Year of Completion
Tertiary Studies (e.g. Diploma / Degree)			
Year 12 or equivalent (e.g. STPM / Pre-U)			
Secondary Studies (e.g. SPM / O-Level)			
English Language Qualification (e.g. MUET / TOFEL / IELTS)			

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 2 may be waived.

SECTION 8: TERMS AND CONDITIONS FOR ADMISSION

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.

- A student is considered fully enrolled upon course enrolment and payment of fees due in the semester (including deposits).
- Fees payable are shown in the programme fee structure. Please note that Sunway College Ipoh Sdn Bhd reserves the right to review and revise fees annually.
- Fees must be paid on / before the commencement date of the intake or semester. Students who fail to settle the fees will be barred from classes, examination and access to college facilities.
- Enrolment Fee is NOT refundable.
- Any refund or fees or part thereof is subject to the following:
 - 50% refund (within 1st week after the commencement of semester)(except Enrolment Fee and International Administration Fee)
 - Not eligible for refund (after 1st week of the commencement of semester)
- Students who wish to transfer to another programme of study is subject to approval by Academic Head / Principal and transfer fee of RM 150 is applicable for each transfer.
- 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.
- A student who has applied for a study loan from bank or the government (e.g. PTPTN / MARA / EPF withdrawal) must pay all outstanding fees before the commencement of the intake.
- Students admitted based on forecast results are required to submit a certified true copy of the actual results to the Registry on/before the commencement date or within 10 working days from the official release date of the results. Should the actual results not meet the stipulated entry requirement of the programme, students will be automatically withdrawn from the programme and are allowed to enrol into another programme that meets the minimum entry requirements. Late submission of actual results will lead to withdrawal of this offer, and failure to register the students into the programme of study, and no refund of fees will be given after 10 working days from the date of actual results been released.
- If students do not meet the entry requirements of the programme and decides to withdraw with no intention to change to other programmes, Clause 2.6 on "Fees and Deposits Policy" for refund of tuition fees will apply.
- New international students are required to pay for all first year fees as advance fees subject to programme enrolled.
- On application, international students are required to pay EMGS fee of RM 2,000 to process a new student pass application. This amount is neither refundable nor transferable once the student pass application has been initiated.
- Students who wish to defer their studies due to National Service, financial constraints, medical or other reasons must obtain approval from Academic Head or Principal.
 - If the deferral is effected within second week of the semester commencement, all fees paid are transferable to new semester.
 - If the deferral is effected after the second week of semester commencement or after the completion of a semester, only library deposit is transferable to the new semester.
 - Only an application for deferment is received and approved before the semester commences, the student will not be required to pay fees for that semester.
 - Tuition fee paid is allowed to be deferred once only. Any withdrawal after deferred semester is not refundable.
- Student Guide is given to students on the orientation day. Students are expected to read and abide by all rules and regulations (including policies) of Sunway College Ipoh.
- Sunway College Ipoh reserves the right to review and amend the rules and regulations (including policies) at anytime.

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 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.

I have read the **Personal Data Protection Notice for Sunway Education Group**

(<http://sunway.edu.my/ipoh/sites/default/files/files/PDPA/PDPA%20Notice%20%28English%20Version%29.pdf> (English Version) or <http://sunway.edu.my/ipoh/sites/default/files/files/PDPA/PDPA%20notice%20%28Malay%20Version%29.pdf> (Malay Version)) and consent to Sunway College Ipoh processing my personal data in accordance with the said **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 emergency contacts) 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 Ipoh with information which they have hold about me for the purpose of Sunway College Ipoh verifying my grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorize Sunway College Ipoh to release fee and academic progress information to my Sponsor. I also consent to Sunway College Ipoh 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 / Passport)

NRIC / Passport No.

Application 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.

I have read the **Personal Data Protection Notice for Sunway Education Group**

(<http://sunway.edu.my/ipoh/sites/default/files/files/PDPA/PDPA%20Notice%20%28English%20Version%29.pdf> (English Version) or <http://sunway.edu.my/ipoh/sites/default/files/files/PDPA/PDPA%20notice%20%28Malay%20Version%29.pdf> (Malay Version)) and consent to Sunway College Ipoh processing my personal data in accordance with the said **Notice**.

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Signature of Parent / Guardian

Name
(as in NRIC / Passport)

NRIC / Passport No.

Application 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 Authorized Approver

Name _____ **Date** _____
(dd-mm-yyyy)

2. Review of Conditional Offer

Conditions Fulfilled Offer Withdrawn

Signature of Authorized Approver

Name _____ **Date** _____
(dd-mm-yyyy)