

APPLICATION FORM

PERSONAL PARTICULARS (CAPITAL LETTERS AND UNDERLINE SURNAME)

Please attach a recent photograph here

NAME:

(as in NRIC)

NRIC No:

Student ID No: (for office use only)

DATE OF BIRTH:

PLACE OF BIRTH:

GENDER: Male Female MARITAL STATUS: Single Married

NATIONALITY: Malaysian Others:

RACE: Chinese Indian Malay Others:

RELIGION: Buddhist Christian Hindu Muslim Others:

CORRESPONDENCE DETAILS

RESIDENTIAL ADDRESS:

Postcode State Country

CONTACT: Home Handphone

E-Mail

COURSE APPLIED FOR

Please tick (✓) the course you are applying

INTAKE (mm/yyyy)

THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

- Fundamental Level (Knowledge modules)
- Fundamental Level (Skills modules)
- Professional Level

CERTIFIED ACCOUNTING TECHNICIAN (CAT)

Level

THE LONDON CHAMBERS OF COMMERCE AND INDUSTRY (LCCI)

- Level 1 Level 2
- Level 3 Group Diploma in Accounting

INTERNAL DIPLOMA

- Diploma in Accounting
- Diploma in Business Management
- Others

OTHER PROGRAMMES (Pls State)

COMPUTER

- Microsoft Office Word (Essential)
- Microsoft Office Excel (Essential)
- Microsoft Office Excel (Advanced)
- Microsoft Office Access (Elementary)
- Preparing Effective Powerpoint Presentations
- Computerised Accounting (UBS)
- Computerised Accounting (MYOB)
- Million Business Software

ENGLISH

- English for Special Purpose (ESP)
- Practical English Programme (PEP)
- International English Language Testing System (IELTS)
- Malaysian University English Test (MUET)

EMERGENCY CONTACT

(Person to be contacted in an emergency. If married, please state your spouse's details)

Contact Person: Relationship:

NRIC No: Religion:

Race: Dialect:

Address: Residential Office Please tick (✓) either one only.

Contact No:

(Handphone) (Home) (Office)

MEDICAL HISTORY

(If you are physically disabled, please state the nature of the disability. If not, please tick(✓) 'NIL'

NIL

Any medical condition which may be of concern: Allergies Asthma Colour Blindness Heart Condition Nil

Others, please state:

FINANCIAL RESOURCES / SPONSORSHIP

Name of Sponsor: Contact No:

Contact Person: (Handphone)

Address: (Home)

Monthly Household Income: (Fax)

Less than RM1,000 RM1,001-RM2,000 RM2,001-RM3,000 RM3,001-RM4,000

RM4,001-RM5,000 RM5,001-RM6,000 RM6,001-RM7,000 RM7,001-RM8,000

RM8,001-RM9,000 More than RM9,000

ACADEMIC RECORDS

Were you previously or currently pursuing any course at another institution of higher learning?

Yes Course of Study: Intake (Mth & Yr)

No (Please provide following details) Year of Completion:

Actual results Forecast results

SPM GCE 'O' Level STPM GCE 'A' Level Others (please specify:.....)

School/Institution:

ENGLISH LANGUAGE ACHIEVEMENT

TOEFL IELTS MUET Others (please state):.....

Institution: Year of completion:

MQA (Malaysian Qualifications Agency) COMPULSORY SUBJECTS PREVIOUSLY ATTEMPTED

Subject	Grade	Subject	Grade	Year of completion:
Bahasa Kebangsaan A	<input type="text"/>	Islamic Studies	<input type="text"/>	<input type="text"/>
Bahasa Kebangsaan B	<input type="text"/>	Moral Education	<input type="text"/>	
Malaysian Studies	<input type="text"/>			

Name of Institution:

Please enclose certified true copies of certificates/transcripts

ENCLOSURES (Documents Checklist)

- Registration Fee: RM (non refundable)
- Application Fee: RM (non refundable)
- Resource Fee: RM (non refundable)
- Deposit: RM (refundable)

valid for 1 year upon completion of programme. 1 original copy of official receipt must be submitted with the access card.

- 4 passport-sized photographs
- 1 certified copy of birth certificate
- 1 certified copy of NRIC
- 1 copy of school leaving certificate
- 1 certified copy of SPM/STPM/UEC/CAT certificate (as applicable)
- If financed by scholarship/study loan, please attach documentary evidence

NOTES:

Please note that your application will **NOT** be processed if the documents are incomplete.

This completed form may be sent to Operations Department, Kolej Sunway Kuching, No.1, Song Plaza (1st Floor), Lot 12168, Block 16 KCLD, Jalan Tun Jugah/ Jalan Song Intersection, 93350 Kuching, Sarawak. Please **DO NOT** send cash through the post. Kolej Sunway Kuching will **NOT** be held responsible for the loss of the cash or any other eventualities arising from the mailing of cash. Cheque, Bankdrafts, Money/Postal Orders are to be made payable to 'Sunway TES (East Malaysia) Sdn. Bhd.'

CONDITIONS

- A student whose application is approved must proceed to enrol in the desired programme/subject using the Enrolment Form each semester and make payment of all fees and deposits due as set out in the Fee Schedule.
- Failure to pay fees within the stipulated time may result in the student being barred from classes, examinations and use of College facilities.
- All General Fees are not refundable.
- No exemptions may be obtained with effect from September 2013 on MQA compulsory subjects previously attempted across different programmes.

The proportion of Tuition Fee Refund, upon official withdrawal, is shown below:

- 1). Before commencement of intake: 100% of tuition fee.
- 2). 1-3 days after commencement of intake: 75% of tuition fee.
- 3). 4-5 days after commencement of intake: 50% of tuition fee.
- 4). Thereafter, NO Refund.

- An administration fee RM100.00 may be levied for application of Tuition Fee Refund.
- Any course transfer (add/drop) must be made in writing within 2 weeks of the commencement of the semester. The approval for transfer of tuition fees is at the discretion of the Chief Executive Officer. A full fee is only transferable if the application for transfer is received before the commencement of the semester. However, if the fee for the new course or subject is higher, the student will be required to top up the difference. The processing fee for each application for transfer is RM100.00.

The management reserves the right to cancel/postpone commencement of lectures should number of students fall below 5.

- Students must abide by the Kolej Sunway Kuching 'Rules and Regulations Handbook'.

ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

APPLICANT:

- I have read and fully understand the terms and conditions governing admission before submitting this application.
- I have read the Personal Data Protection Notice provided by Sunway (pursuant to section 7 of the PDPA 2010) http://swck.edu.my/pdpa_notice_eng/ (English version) or http://swck.edu.my/pdpa_notice_bm/ (Malay version) which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Kolej Sunway Kuching may disclose my personal data to.
- I hereby give consent to Kolej Sunway Kuching to process my personal data in accordance with the Personal Data Protection Notice.
- I authorise 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 Kolej Sunway Kuching reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of incomplete or inaccurate information.
- I further agree to allow Kolej Sunway Kuching to use, without any charge, my personal information including photographs and videos for publicity and/or promotional purposes.
- I further agree to:
 - Abide by the Kolej Sunway Kuching policies, rules and regulations at all times.
 - Accept that Kolej Sunway Kuching reserves the right to revise the current fees in line with its continuous course development policies.

Signature of Applicant

Name as in NRIC

NRIC No.

Date: dd/mm/yy

ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

PARENT/GUARDIAN/ SPONSOR (if applicant is below 18 yrs old)

- I hereby agree to pay all fees due on the dates stipulated by Kolej Sunway Kuching. I understand and agree that Kolej Sunway Kuching has the right to bar my child/ward, including deregistration, due to default in payment of fees.
- I have read the Personal Data Protection Notice provided by Sunway (persuant to section 7 of the PDPA 2010) [http: http://swck.edu.my/pdpa_notice_eng/](http://swck.edu.my/pdpa_notice_eng/) (English version) or [http: http://swck.edu.my/pdpa_notice_bm/](http://swck.edu.my/pdpa_notice_bm/) (Malay version) which includes the purposes for which the student's data is collected/processed and classes of third parties to whom Kolej Sunway Kuching may disclose my personal data to.
- I hereby give consent to Kolej Sunway Kuching to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Signature of Parent/Guardian/Sponsor

Name as in NRIC

NRIC No.

Occupation

Contact No. (Mobile)

Date: dd/mm/yy

ACKNOWLEDGEMENT, AGREEMENT AND CONSENT ON THE PROTECTION OF MY PERSONAL DATA

APPLICANT (On attaining 18 yrs of age)

- I have read the Personal Data Protection Notice provided by Sunway (persuant to section 7 of the PDPA 2010) [http: http://swck.edu.my/pdpa_notice_eng/](http://swck.edu.my/pdpa_notice_eng/) (English version)or) [http: http://swck.edu.my/pdpa_notice_bm/](http://swck.edu.my/pdpa_notice_bm/) (Malay version) which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Kolej Sunway Kuching may disclose my personal data to.
- I hereby give consent to Kolej Sunway Kuching to process my personal data in accordance with the Personal Data Protection Notice.
- I authorise 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 Kolej Sunway Kuching reserves the right to vary or reverse any decision regarding admission and enrolment made on the basis of incomplete or inaccurate information.
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 - Accept that Kolej Sunway Kuching reserves the right to revise the current fees in line with its continuous course development policies.

Signature of Applicant

Name as in NRIC

NRIC No.

Date: dd/mm/yy

FOR OFFICE USE ONLY: MARKETING/ FRONT OFFICE

Application Received by:

Date Received by:

Student Sunway ID:

Access Card Number:

Remark:

Signature of Manager(Marketing)

Signature of Manager(FrontOffice)

Date: dd/mm/yy

FOR OFFICE USE ONLY: REGISTRAR

Documents are complete:

Entry requirement met:

Passed BM and Sejarah in SPM **AND**:

- ACCA: Passed SPM with 5 credits including English and Mathematics, MUET Band 2.0 and above AND 2 Principal passes in STPM or UEC or CAT
- CAT: Passed SPM with 5 credits including English and Mathematics
- LCCI: Passed SPM with 2 credits including English and Mathematics
- DIA/DCS: Passed SPM/O Level/UEC (min 3 credits AND passed English and Mathematics

Signature of Manager(Registrar)

Date: dd/mm/yy

FOR OFFICE USE ONLY: OPERATIONS DEPARTMENT

Offer Without Condition Conditional Offer Rejected

Conditions/Remarks

Signature of Manager(Operations)

Date: dd/mm/yy

