

## APPLICATION FORM

### PERSONAL PARTICULARS (CAPITAL LETTERS AND UNDERLINE SURNAME)

Please attach a recent photograph here

NAME: (as in NRIC)  TITLE

NRIC No:

Student ID No: (for office use only)

DATE OF BIRTH: (dd-mm-yyyy)  PLACE OF BIRTH:

GENDER:  Male  Female MARITAL STATUS:  Single  Married

NATIONALITY:  Malaysian Others:

RACE:  RELIGION:

### CORRESPONDENCE DETAILS

PERMANENT/RESIDENTIAL ADDRESS:

Postcode  State  Country

MAILING 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

#### INTERNAL DIPLOMA

Diploma in Accounting

Diploma in Business Management

#### OTHER PROGRAMMES (Please State)

#### COMPUTER

Microsoft Office Word

Microsoft Office Excel

Microsoft Office Access

Microsoft Powerpoint

AutoCount Accounting 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:   
Race:  Occupation:   
NRIC No:            
Address:  Residential  Office Please tick (✓) either one only.  
  
  
Postcode:  City:  State:  Country:   
Contact No:  (Mobile)  (Email)

## MEDICAL HISTORY

NON-DISABLED:  DISABLED:  (Please specify) OKU No:   
Any medical condition which may be of concern:  Allergies  Asthma  Colour Blindness  Heart Condition  Nil  
Others, please state:

## ACADEMIC RECORDS

Were you previously or currently pursuing any course at another institution of higher learning? YES:  NO:   
If YES, Course of Study:  Intake (Mth & Yr):   
Year of Completion:   
Highest qualification attained:  
 SPM  GCE 'O' Level  STPM  GCE 'A' Level  
 Others (please specify:.....) School/Institution:

## FINANCIAL RESOURCES / SPONSORSHIP

Name of Sponsor:   
NRIC No:  Contact No:   
(if applicable) (Handphone)  
Relationship:   
Occupation:  (Home)  
(if applicable) (Office)

## 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 of 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 if the number of students falls below 5. Students must abide by the Kolej Sunway Kuching rules and regulations as per the handbook.

## ENCLOSURES (Documents Checklist)

<input type="checkbox"/>	Registration Fee:	RM <input type="text"/>	(non refundable)
<input type="checkbox"/>	Application Fee:	RM <input type="text"/>	(non refundable)
<input type="checkbox"/>	Resource Fee:	RM <input type="text"/>	(non refundable)
<input type="checkbox"/>	Deposit:	RM <input type="text"/>	(refundable)

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

### Document Checklist:

- 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.'

## 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/](http://swck.edu.my/pdpa_notice_eng/) (English version) or [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.
- 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 ON THE PROTECTION OF DATA

### 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 (pursuant to section 7 of the PDPA 2010) [http://swck.edu.my/pdpa\\_notice\\_eng/](http://swck.edu.my/pdpa_notice_eng/) (English version) or [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 (pursuant to section 7 of the PDPA 2010) [http://swck.edu.my/pdpa\\_notice\\_eng/](http://swck.edu.my/pdpa_notice_eng/) (English version) or [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.
- 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) :

**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

Recruited by : Marketing Staff:  Programme :

Agent :  Programme :

PTPTN :  YES  NO

Bursaries :  YES  NO Type of Bursary :

Sponsor :  YES  NO

Hostel Required :  YES  NO If YES, type of room preferred :

**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
- DIA: Passed SPM/O Level/UEC (min 3 credits including Mathematics AND a PASS in English)
- DIBM: Passed SPM/O Level/UEC (min 3 credits)

Registration Date:

Study Mode:  Full-Time (FT)  Part-Time (PT)

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Date: dd/mm/yy

**FOR OFFICE USE ONLY: OPERATIONS DEPARTMENT**

Offer Without Condition (Eligible)  Conditional Offer  Rejected

Conditions/Remarks

\_\_\_\_\_  
Signature of Manager(Operations)

\_\_\_\_\_  
Date: dd/mm/yy

**Operating Company**

Sunway TES (East Malaysia) Sdn. Bhd. (761943 - K)  
No.1, Song Plaza (1st Floor), Lot 12168, Block 16, Jalan Tun Jugah/ Jalan Song Intersection, 93350 Kuching, Sarawak

(6082) 451 221 (6082) 574 227 info@swck.edu.my www.swck.edu.my