

## PERSONAL PARTICULARS (CAPITAL LETTERS AND UNDERLINE SURNAME)

Please attach a recent photograph here

NAME:   
 (as in NRIC)

NRIC No:

DATE OF BIRTH:  PLACE OF BIRTH:

GENDER:  Male  Female    MARITAL STATUS:  Single  Married

NATIONALITY:  Malaysian    Others:

RACE:     RELIGION:

## CORRESPONDENCE DETAILS

RESIDENTIAL ADDRESS:

Postcode     State     Country

CONTACT: Home     Handphone

E-Mail

## WORKSHOP APPLIED FOR

Course: Session: ...../..... ( Month/Year)

	Pls (✓)	Study Period	Fees Paid (RM)	FOR OFFICE USE ONLY	
				Official Receipt	Verified by
1 Business Technology	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Management Accounting	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Financial Accounting	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Corporate And Business Law (MYS)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Performance Management	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Taxation (MYS)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Financial Reporting	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Audit And Assurance	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Financial Management	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Strategic Business Leader	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11 Strategic Business Reporting (INT)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 Advanced Financial Management	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13 Advanced Performance Management	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14 Advanced Taxation (MYS)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15 Advanced Audit And Assurance (INT)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16 Others	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## ENCLOSURES (Documents Checklist)

- Registration Fee: RM  (non refundable)
- Resource Fee: RM  (non refundable)
- Deposit: RM  (refundable)
- valid for 6 months upon completion of course. 1 original copy of official receipt must be submitted with the access card.
- 1 passport-sized photograph
- 1 certified copy of NRIC
- Exam Result Status (ERS)

### NOTES:

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

This completed form may be sent to Operations Department, Sunway College 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. Sunway College 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.'

## TERMS AND CONDITIONS

- Failure to pay fees within the stipulated time may result in the participant being barred from classes and examinations.
- The proportion of Course Fee Refund, upon official withdrawal, is shown below:
  - 1). Before commencement of course: 100% of course fee.
  - 2). 1-3 days after commencement of course: 75% of course fee.
  - 3). 4-5 days after commencement of course: 50% of course fee.
  - 4). Thereafter, NO Refund.
- An administration fee of RM100.00 may be levied for application of Course Fee Refund.
- The management reserves the right to cancel/postpone commencement of courses should the number of participants fall below 5.
- Participant must abide by the Sunway College Kuching Student 'Rules & Regulations Handbook'.** If the designated person cannot attend the course, a substitute attendee is not permitted.
- Changes in the course date, venue, time, trainees and fees can occur from time to time and the organiser reserves the right to reschedule/ cancel the course and/or amend any information of the programme. Upon completion of the programme the participant will receive a certificate of participation from Sunway College Kuching.

## 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 Sunway College Kuching may disclose my personal data to.
- I hereby give consent to Sunway College Kuching to process my personal data in accordance with the Personal Data Protection Notice.
- 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 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 Sunway College 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 Sunway College Kuching policies, rules and regulations at all times.
  - Accept that Sunway College Kuching reserves the right to revise the current fees in line with its continuous programme development policies.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name as in NRIC

\_\_\_\_\_  
NRIC No.

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

## ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

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

- I hereby agree to pay all fees due on the dates stipulated by Sunway College Kuching. I understand and agree that Sunway College 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 Sunway College Kuching may disclose my personal data to.
- I hereby give consent to Sunway College Kuching to process my/the participant'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 Sunway College Kuching may disclose my personal data to.
- I hereby give consent to Sunway College Kuching to process my personal data in accordance with the Personal Data Protection Notice.
- 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 Kuching reserves the right to vary or reverse any decision regarding registration made on the basis of incomplete or inaccurate information.
- I further agree to allow Sunway College 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 Sunway College Kuching policies, rules and regulations at all times.
  - Accept that Sunway College Kuching reserves the right to revise the current fees in line with its continuous programme development policies.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name as in NRIC

\_\_\_\_\_  
NRIC No.

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Contact No. (Mobile)

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

**FOR OFFICE USE ONLY: MARKETING/ FRONT OFFICE**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Access Card Number: \_\_\_\_\_

Remark: \_\_\_\_\_

\_\_\_\_\_  
Signature of Manager(Marketing)

\_\_\_\_\_  
Signature of Manager(FrontOffice)

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

**FOR OFFICE USE ONLY: ADMIN**

Documents are complete

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

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