



	PERSONAL P	PARTICUL	ARS (CAPI	TAL LETTE	RS AND U	JNDERLIN	E SURNAME)
	NAME: (as in NRIC)					TITL	E
	NRIC No:						
Please attach a recent	Student ID No: (for office use only)						
photograph here	DATE OF BIRT (dd-mm-yyyy)	H:			PLACE	OF BIRTH:	
	GENDER:	Male	Female	MARITAL S	TATUS:	Single	Married
	NATIONALITY	· Mala	aysian		Others:		
			aysian	וס			
	RACE:			K	ELIGION:		
	CORRESPON	IDENCE DI	ETAILS				
PERMANENT/RESIDENTIAL	ADDRESS:						
	Postcode		State			Country	
MAILING	ADDRESS:						
	Postcode		State			Country	
CONTACT: Home				Handpho	one		
			E-Mail				
HOW DID Y	OU FIND OUT	ABOUT SU	INWAY CC	OLLEGE KU	CHING? (	YOU MAY	TICK MORE THAN ON
Friends / Relatives				ook/ Instagi			Brochures/ Flyers
Education Exhibition	ns / Expo		Radio				Career Talk
Newspaper Advertis				il/Bunting	: 6		Open Day
E-mail from Sunway			U Other	s: Please spo	ecity:		
	COURSE AP						
Please tick ( ✓ ) the course INTAKE		ig n/yyyy)					
ASSOCIATION OF CHARTE		ACCOUNTA	NTS (ACCA	N) E	DIPLOMA I	PROGRAM	MES
Applied Knowledge L	evel				Dipl	oma in Acco	ounting
Applied Skills Level					Dipl	oma in Busii	ness Management
Strategic Professiona				SHOR		s	
ACCA FOUNDATION IN AC	COUNTANCY (A	CCA FIA)				-	
FOUNDATION PROGRAMI	ME			OTHEF	R PROGRA	MMES (Plea	ase State)
Foundation in Arts							

	RGENCY CONTACT		
(Persc	n to be contacted in an emerger	ncy. If married, please state your sp	ouse's details)
Contact Person:		Relationship :	
Race :		Occupation :	
NRIC No:			
Address: Residential	Office <i>Please tick</i> ( $\checkmark$ ) <i>et</i>	ther one only.	
Postcode :	City :	State :	Country :
Contact No:	(Mobile)	(Email)	
MED	ICAL HISTORY		
MED			
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:			
Were you previously or currently	y pursuing any course at and		
If YES, Course of Study:		Intake (I	Mth & Yr):
Highest qualification attained:		Year of Col	mpletion:
SPM IGCSE 'O' Level	STPM GCE 'A'	Level	
Others (please specify:	)	School/Institution:	
FINA	NCIAL RESOURCES / SPC	ONSORSHIP	
Name of Sponsor:			
NRIC No: (if applicable)		Contact No	
Relationship:			(Handphone)
Occupation			(Home)
Occupation: (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 Sunway College Kuching rules and regulations as per the handbook.

## **ENCLOSURES (Documents Checklist)**

Registration Fee:	RM	(non refundable)
Application Fee:	RM	(non refundable)
Resource Fee:	RM	(non refundable)
Deposit:	RM	(refundable)
Depositi		 (renandatione)

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, 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.'

## 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 (persuant 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 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 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 vears 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 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 course development policies.

# 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 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 (persuant 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 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 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://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 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 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 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 course development policies.

Signature of Applicant : Name as in NRIC : NRIC No.: Date: (dd/mm/yy) :

Date <sup>.</sup>	(dd/mm/yy)
Dute.	(uu/iiiii/yy)

## Signature of Applicant:

Name as in NRIC :

NRIC No.:

Date: (dd/mm/yy) :

	Y: MARKETIN	G/ FRONT O	FFICE		
pplication Received	by:				
ate Received by:					Signature of Front Office
ccess Card Number:					
emark:					Date: dd/mm/yy
ecruited by : Mai	rketing Staff :			Programme :	
Age	ent:			Programme :	
TPTN:		YES	NO		
ursaries :		YES	NO	Type of Bursc	ary :
ponsor:		YES	NO		
ostel Required :		YES	NO	If YES, type of	f room preferred :
- ACCA: P N -CAT: P -DIA: P	1UET Band 2.0 and assed SPM with 5 c	redits including above AND 2 Pri redits including	English and Mathen incipal passes in STP, English and Mathen lits including Mather	M or UEC or CAT natics	Signature of Admin Department
	assed SPM/O Level	/UEC (min 3 crea	dits)		Date: dd/mm/yy
Registration L	)ate:				
Registration L Study M		-Time (FT)	Part-Time	e (PT)	
Study M	lode: Full			e (PT)	
Study M	lode: Full	NS DEPARTM		e (PT) Rejected	
Study M OFFICE USE ONL Offer Without 0	lode: Full Y: OPERATION	NS DEPARTM	/IENT		
Study M	lode: Full Y: OPERATION	NS DEPARTM	/IENT		Signature of Registrar