

APPLICATION FORM

(MICRO-CREDENTIAL & SHORT COURSES)

Please affix
a recent photograph
here.

Please be reminded Incomplete information may delay the processing of this application.

SECTION 1: PERSONAL DETAILS (CAPITAL LETTERS)

Are you a former student of Sunway?

Yes

Programme:

If yes, please specify name and intake of programme completed.

Intake:

No

Name
As in NRIC/Passport

Given Name / First Name

Surname / Family Name

NRIC/Passport
No.

Date of Birth
(dd-mm-yyyy)

Nationality

Gender Male Female

Marital Status Single Married Divorced Widowed

Religion Muslim Buddhist Christian Hindu Others (please specify)

[Information relating to your religious belief is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]

Race
(for Malaysians only)

SECTION 2: COURSE DETAILS

Please select **ONE (1) course** by placing a tick (✓) in the appropriate box provided below:

Micro-Credential Subject. Please state the Micro-Credential subject(s) and preferable intake(s):

Subject Code	List of Micro-Credential Subject(s)	Intake (mm-yyyy)
		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Short Courses. Please state the short course title(s) and the intake(s) that you are targeting to join the course(s):

Course Code	Course Title(s)	Intake (mm-yyyy)
		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

SECTION 3: CONTACT DETAILS

Student's Correspondence Address

Postcode State/Province Country

Contact No. (Home) Mobile No. E-mail

Permanent / Home Address *(please provide if different from Student's Correspondence Address)*

Postcode State/Province Country

Contact No. (Home) Mobile No. E-mail

Parent's / Guardian's Name *(only required if Applicant is below 18 years old)*

Relationship *(e.g. FATHER, MOTHER, UNCLE, AUNT, etc)*

Contact No. (Home) Mobile No.

E-mail

Additional information [for B40/M40/T20 purpose] *(Only required to be completed for Malaysian students):*

Monthly Household Income:

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

[Information is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]

SECTION 4: EMERGENCY CONTACT DETAILS

Name

Relationship *(e.g. FATHER, MOTHER, UNCLE, AUNT, etc)*

Contact No.

Mobile

E-mail

EMPLOYER PARTICULARS

Name of Employer

Contact Person

Position in Organisation

Contact No.

SECTION 5: STUDENT WITH SPECIAL CONDITIONS

Do you require special support throughout your studies due to disability, impairment, mental health condition, or long-term medical condition? Yes No

If yes, Sunway College Kuching may require further information from a relevant health professional or medical documents to guide our admission decision and to determine what adjustments or additional support may be needed if admitted. The Student Welfare Unit may work with you to determine how such support can be arranged.

Please provide the nature of your disability (*please select all that apply):

- A specific learning disabilities such as dyslexia, dyspraxia, dysgraphia, dyscalculia etc.
- Autism Spectrum Disorder
- Attention-Deficit Hyperactivity Disorder (ADHD)
- A longstanding illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma etc.
- A long-term/ ongoing mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or schizophrenia
- A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring use of a wheel chair, crutches or other mobility aid, Cerebral Palsy, etc.
- Deaf or a serious hearing impairment
- Blind or a serious visual impairment uncorrected by glasses
- Speech and Language impairment
- A disability, impairment or medical condition that is not listed, please specify :

SECTION 6: ACADEMIC RESULTS

Kindly provide the title of qualification, name of institution and year of completion of your **highest qualification**:

Title of Qualification

Institution of Studies

Year of Completion

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Please submit **certified true copies of relevant transcripts (including grading scheme)**, as per the requirements of the course applied for. If the qualifications are in languages other than English, please also supply certified translated copies.

SECTION 7: 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 7 before proceeding to the next section of this application form.

- A student is considered fully enrolled upon subject enrolment and payment of all fees due.
- Fees payable are shown in the programme fee structure. Please note that Sunway College Kuching reserves the right to review and revise fees annually.
- Fees due in the semester must be paid in advance, before the first day of class. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
- All General Fees are NOT refundable.
- The proportion of tuition fee refund, upon official withdrawal, is shown below:
 - a) Before commencement of intake: 100% of tuition fee.
 - b) 1-3 days after commencement of intake: 75% of tuition fee.
 - c) 4-5 days after commencement of intake: 50% of tuition fee.
 - d) Thereafter, NO Refund.
- In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- An administration fee of RM100.00 may be levied for application of Tuition Fee Refund.
- The management reserves the right to cancel/postpone commencement of lectures if the number of student falls below 5.
- The details regarding any special condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.
- Students are expected to read and abide by all rules and regulations of Sunway College Kuching including policies on the use of campus facilities.**
- The College reserves the right to vary programme content as well as the locations and modes of academic delivery in case of force majeure.
- Sunway College Kuching reserves the right to review and amend the rules and regulations (including policies) at anytime.
- For fee related matters, kindly refer to a personnel of your academic programme.

SECTION 8 : 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 Kuching 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 (https://sunway.edu.my/pdpa/notice_english.html (English version) or https://sunway.edu.my/pdpa/notice_bm.html (Malay version)) ("Notice") and consent to Sunway College Kuching processing my personal data in accordance with the 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 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 Kuching with information which they hold about me for the purpose of Sunway College Kuching verifying my grades and/or qualifications and/or experience.
- If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway College Kuching to release fee and academic progress information to my Sponsor. I also consent to Sunway College Kuching releasing fee and academic progress information to my parent or guardian.

Signature of Applicant:

Date
(DD-MM-YYYY)

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Name:
(as in NRIC/Passport)

NRIC/Passport No.

Parent/Guardian (if applicant is below 18 years 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 termination of enrolment, 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 Kuching.
- I have read the Personal Data Protection Notice (https://sunway.edu.my/pdpa/notice_english.html (English version) or https://sunway.edu.my/pdpa/notice_bm.html (Malay version)) ("Notice") and consent to Sunway College Kuching processing my personal data and the Applicant's personal data in accordance with the 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 this application (such as information relating to emergency contacts) and I have extended a copy of the Notice to the third parties.
- I consent to any educational institution at which the Applicant has previously been a student and/or the Applicant's current or any past employer, providing Sunway College Kuching with information which they hold about the Applicant for the purpose of Sunway College Kuching verifying the Applicant's grades and/or qualifications and/or experience.
- If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway College Kuching to release the Applicant's fee and academic progress information to the Sponsor.
- I give consent for the Applicant to participate in psychological services with Sunway College Kuching in accordance with Malaysia Counselling Board and Malaysian Society of Clinical Psychology's guidelines.

Signature of Parent/Guardian:

Date
(DD-MM-YYYY)

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Name:
(as in NRIC/Passport)

NRIC/Passport No.

FOR OFFICE USE ONLY: MARKETING / FRONT OFFICE

Application Received by
(Front Office)

Date Received by

Recruited by
(Marketing Staff)

Bursaries: Yes No

If Yes, Type of Bursary:

Sponsor: Yes No

Hostel Required: Yes No

FOR OFFICE USE ONLY

1. Approval for Admissions

Comments
(If any)

Signature of Authorised Approver

Name

Date
(DD-MM-YYYY)

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