

APPLICATION FORM



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:

Intake:

No

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

Given Name / First Name

Name
As in NRIC/Passport

Surname / Family Name

NRIC/Passport
No.

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Date of Birth
(dd-mm-yyyy)

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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)

HOW DID YOU FIND OUT ABOUT SUNWAY COLLEGE KUCHING? (YOU MAY TICK MORE THAN ONE)

Friends / Relatives

Facebook / Instagram

Brochures / Flyers

Education Exhibitions / Expo

Radio

Career Talk / School Talk

Newspaper Advertisement

Fishtail / Bunting

Open Day

E-mail from Sunway College Kuching

Others: Please specify:

SECTION 2: PROGRAMME SELECTION

Please specify intake for admission and select **ONE (1) programme** by placing a tick (✓) in the appropriate box provided below :

Intake
(mm-yyyy)

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Pre-University Programmes

FIA Foundation in Arts

Diploma Programmes

DIA Diploma in Accounting

DIBM Diploma in Business Management

Professional Accounting Programme

AFIA ACCA Foundation in Accountancy

ACCA Association of Chartered Certified Accountants

Applied Skills Level

Strategic Professional Level

Please specify name of programme if it is not listed above

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

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.

Home

Office

Mobile

E-mail

SECTION 5: ACADEMIC RESULTS

Kindly provide the title of qualification, name of institution and year of completion in the following table:

LEVEL	Title of Qualification and Institution of Studies	Year of Completion
Tertiary Studies (e.g. Diploma/Degree)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 12 or equivalent (e.g. STPM/Pre-U)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Secondary Studies (e.g. SPM/O-Level)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Others (e.g. Doctorate/ Master/IELTS/TOEFL)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please submit **certified true copies of relevant transcripts** (including grading scheme) **for ALL academic studies**. If the qualifications are in languages other than English, please also supply certified translated copies.

Important Information: All Malaysian students are required by the Ministry of Education to complete the Bahasa Kebangsaan A Compulsory Subject. However, students who have obtained a 'Credit' or better in their SPM Bahasa Melayu or successfully completed the Bahasa Kebangsaan A subject prior to joining the programme indicated in Section 2 may be waived.

SECTION 6: 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 7: TERMS AND CONDITIONS FOR ADMISSION

IMPORTANT : Students are advised to read carefully and understand fully the terms and conditions before proceeding to the next section of this application form.

- A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
- Fees payable are shown in the programme fee structure. Please note that Sunway College Kuching reserves the right to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semesters (except the total tuition fee payable).
- Fees payable are due before the commencement of the semester. Failure to pay fees on time may result in the student being barred from classes, examinations and access to college 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.
- Students admitted based on forecast results are required to submit a certified true copy of the actual results to the Registry on/before the commencement date or within 10 working days from the official release date of the results. Should the actual results not meet the stipulated entry requirement of the programme, students will be automatically withdrawn from the programme and are allowed to enrol into another programme that meets the minimum entry requirements. Late submission of actual results will lead to withdrawal of this offer, and failure to register the students into the programme of study, and no refund of fees will be given after 10 working days from the date of actual results been released.
- 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 fee is at the discretion of the Chief Executive Officer. A full fee is only transferable if 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 differences. 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 student falls below 5.
- Student must abide by Sunway College Kuching rules and regulations as per the handbook.

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://swck.edu.my/pdpa_notice_eng/ (English version) or https://swck.edu.my/pdpa_notice_bm/ (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 Parent/Guardian:

Date (DD-MM-YYYY)

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Name: (as in NRIC/Passport)

NRIC/Passport No.

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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.

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FOR OFFICE USE ONLY: MARKETING / FRONT OFFICE

Application Received by (Front Office)

PTPTN: Yes No

Date Received by

Bursaries: Yes No

If Yes, Type of Bursary:

Recruited by (Marketing Staff)

Sponsor: Yes No

Hostel Required: Yes No

FOR OFFICE USE ONLY

1. Approval for Admissions

- Full Offer Conditional Offer (with the following conditions)
- Actual results to meet programme entry requirements
 - Produce original academic documents for verification

Please specify other conditions here

Signature

Name

Date (DD-MM-YYYY)

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2. Review of Conditional Offer by Registry

- Conditions Fulfilled Offer Withdrawn

Signature

Name

Date (DD-MM-YYYY)

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