

APPLICATION FORM

(Malaysian Students)



Please follow carefully the steps given on Page (i). Incomplete information may delay the processing of this application.

SECTION 1: PERSONAL DETAILS

Please affix
a recent photograph
here.

Are you a former student of Sunway?

Yes

No

Programme

Intake

Name (as in NRIC)	Surname/ Family Name	Given Name/ First Name
	<input type="text"/>	<input type="text"/>
NRIC No.	<input type="text"/>	<input type="text"/>
Date of Birth (dd-mm-yyyy)	<input type="text"/>	Place of Birth <input type="text"/>
Nationality	<input type="text"/>	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Race	<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others (please specify)	<input type="text"/>
Religion	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Others (please specify)	<input type="text"/>
[Information relating to your religious belief is collected and processed for reporting purposes to the Ministry of Education and any other relevant authorities.]		

SECTION 2: PROGRAMME DETAILS

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

Intake
(mm-yyyy)

-

Foundation and Pre-University Programmes

- | | |
|--|--|
| <input type="checkbox"/> ALE Cambridge GCE A-Levels | <input type="checkbox"/> FIA Foundation in Arts |
| <input type="checkbox"/> AUSMAT Australian Matriculation | <input type="checkbox"/> FIST Foundation in Science and Technology |
| <input type="checkbox"/> CIMP Canadian International Matriculation Programme | <input type="checkbox"/> MUFY Monash University Foundation Year |

Diploma Programmes

- DACC Diploma in Accounting
- DFIN Diploma in Finance
- DCOM Diploma in Communication
- DBA Diploma in Business Administration
- DIIT Diploma in Information Technology

Degree Programme (Twining or 3+0, Victoria University, Australia)

- VUBU Bachelor of Business

Postgraduate Programmes (Victoria University, Australia)

- VUMBA Master of Business Administration
- VUMB(ERPS) Master of Business (Enterprise Resource Planning Systems)

Professional Accounting Programmes

- | | |
|--|-----------------------------|
| <input type="checkbox"/> ACCA Association of Chartered Certified Accountants | Mode |
| <input type="checkbox"/> CAT Certified Accounting Technician | [] Full-time [] Part-time |
| <input type="checkbox"/> CFAB Certificate in Finance, Accounting and Business | |
| <input type="checkbox"/> ICAEW Institute of Chartered Accountants in England and Wales | [] Full-time [] Part-time |

Short Course

- VUENG English for Business Enrichment Programme (Victoria University, Australia) [only for students progressing into VUBU]

Other Programme (please specify name of programme if it is not listed above)

SECTION 3: CONTACT DETAILS

Student's Correspondence Address

Postcode					City										State/ Province									
Country																								

Contact No.

Home												Mobile											

Email

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Permanent/ Home/ Parent's Address (please provide if different from above)

Postcode					City										State/ Province									
Country																								

Contact No.

Home												Mobile											

Parent's/ Guardian's Name

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Relationship

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Contact No.

Home												Office												Mobile											

Email

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SECTION 4: EMERGENCY CONTACT DETAILS

Name

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Relationship

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Contact No.

Home												Office												Mobile											

Email

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SECTION 5: MEDICAL DETAILS

If you have any disability / impairment / long-term medical conditions that may affect your studies, please provide details in the space given below in order for us to assist you during your studies:

Appointed representative's stamp

Applicant's personal email address:

SECTION 9: 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 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 (http://sunway.edu.my/pdpa/notice_english (English version) or http://sunway.edu.my/pdpa/notice_BM (Malay version)) ("Notice") and consent to Sunway College 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 with information which they hold about me for the purpose of Sunway College verifying my grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway College to release fee and academic progress information to my Sponsor. I also consent to Sunway College releasing fee and academic progress information to my parent or guardian.

[] (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group including future events, promotions, updates and any other marketing activities.

[] (please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Applicant

Name

NRIC No.

Date

(dd-mm-yyyy)

Parent / Guardian (if Applicant is below 18 years old)

I hereby agree to pay all fees due on the dates stipulated by Sunway College.

I understand and agree that Sunway College 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.

I have read the Personal Data Protection Notice (http://sunway.edu.my/pdpa/notice_english (English version) or http://sunway.edu.my/pdpa/notice_BM (Malay version)) ("Notice") and consent to Sunway College 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 with information which they hold about the Applicant for the purpose of Sunway College verifying the Applicant's grades and/or qualifications and/or experience.

If tuition fees are paid by an organisation ("Sponsor"), I authorise Sunway College to release the Applicant's fee and academic progress information to the Sponsor.

I give consent for the Applicant to participate in counselling with Sunway College in accordance with Malaysia Counselling Board's guideline.

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Signature of Parent/Guardian

Name

(as in NRIC/Passport)

NRIC/Passport No.

Date

(dd-mm-yyyy)

FOR OFFICE USE ONLY

1. Approval for Admission

Full Offer

Conditional Offer (with the following conditions)

- To submit actual results that meet programme entry requirements
- To produce original academic documents for verification
- Other conditions (please specify below)

Signature of Authorised Approver

Name

Date

(dd-mm-yyyy)

2. 1st Review of Conditional Offer

Conditions Fulfilled

Offer Withdrawn

New Conditions (please specify below)

Signature of Authorised Reviewer

Name

Date

(dd-mm-yyyy)

3. 2nd Review of Conditional Offer

(only applicable if conditions given in 1st review)

Conditions Fulfilled

Offer Withdrawn

Signature of Authorised Reviewer

Name

Date

(dd-mm-yyyy)

SECTION 8: TERMS AND CONDITIONS FOR ADMISSION

1. A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
2. Fees payable are shown in the programme fee structure. Please note that Sunway College 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).
3. Fees due in the semester must be paid in advance in the first semester and before the first day of class in the subsequent semesters. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
4. Enrolment and General fees are NOT refundable.
5. The proportion of tuition fee refund, upon official withdrawal, is shown below:
 - 75% refund (by the 5th working day from the commencement of semester)
 - 50% refund (by the 6th – 8th working day from the commencement of semester)
 - No refund (after the 8th working day from the commencement of semester)
6. A transfer fee of RM300 is charged for every inter-programme transfer.
7. Fees paid are normally not transferrable except under the circumstances stated below and provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of School or Director of Programme.
 - Transfer due to a call for National Service.
 - Transfer due to medical reasons.
8. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 7, and after the deductions made against any fees or payments due and owing to Sunway College.
9. In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
10. A student on conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.
11. The details regarding any disability / impairment / long-term medical condition is declared in Section 5 of this form. In this circumstance, the available facilities are understood and accepted.
12. A copy of the Sunway College Student Code of Conduct has been posted on the portal at <http://izone.sunway.edu.my>. Students are expected to read and abide by all rules and regulations of Sunway College including policies on the use of campus facilities.
13. Sunway College reserves the right to review and amend the rules and regulations (including policies) at anytime.

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Signature of Applicant

Name

NRIC No.

Date (dd-mm-yyyy)

Parent / Guardian (if Applicant is below 18 years old)

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(please tick to indicate consent) I would like to receive marketing materials from Sunway Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Parent/Guardian

Name (as in NRIC/Passport)

NRIC/Passport No.

Date (dd-mm-yyyy)

INFORMATION FOR MAKING PAYMENTS

There are various modes to choose from when making payment for fees.

The following link provides you with full details of options available to you:

<http://sunway.edu.my/college/admissions/payment-instructions>

For further enquiry, please contact Financial Services Department at:

Tel: (60)3 7491 8622; or

Email: finance@sunway.edu.my

APPLICATION PROCEDURE

(Malaysian Students)

Follow 5 simple steps to complete your application to Sunway College!

STEP 1: TALK TO OUR PROGRAMME COUNSELLORS

- Furnish your academic results and ensure that you meet all the entry requirements of the programme.
- Receive a copy of the programme leaflet/brochure and fee structure. (Request for scholarship information, if applicable)
- Understand the structure, options and duration of the programme. (Request for subject exemptions, if applicable)

STEP 2: GET READY TO FILL UP THIS APPLICATION FORM

- Get ready the following documents/information before you begin with the application form:
 - Academic Records (e.g. results, transcripts and certificates)
 - English Language Achievements (if any)
 - Contacts: correspondence, permanent and emergency
 - NRIC
 - Sponsorship/Scholarship Offer Letter (if applicable)

STEP 3: FILL UP THIS APPLICATION FORM

- Use a black or blue ballpoint pen to complete this form.
- Remember to write clearly in CAPITAL letters in the relevant space given.
- Complete all sections in this application form using the following checklist:
 - Applicant's details
 - Academic details
 - Emergency contact and medical details
 - Sponsorship/Scholarship/Bursary details
 - Contact details
 - Parent's/Guardian's signature and date
 - Programme details
 - Applicant's signature and date

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION

- Payment for enrolment fee of RM700 (non-refundable)*
- Attach ONE (1) passport-size photograph on the space given*
- ONE (1) certified true copy of Identity Card (NRIC)*
- School leaving/completion certificate
- Supporting documents for subject exemption (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification:
 - IELTS
 - TOEFL
 - MUET
 - Others (please specify)
- Certified true copies of all relevant academic qualifications/results*:
 - SPM (Forecast)
 - AUSMAT
 - Diploma
 - Others (please specify)
 - SPM (Actual)
 - CIMP
 - Degree
 - O-Levels
 - FIA
 - UEC
 - FIST
 - STPM
 - MUFY
 - A-Levels
 - Certificate

IMPORTANT NOTES

1. This application cannot be processed without the required items (as indicated with *).
2. Please do not send cash through the post. Sunway College will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
3. If you require on-campus accommodation, please complete the Hostel Application Form. A hostel application fee of RM500 is required for each application.
4. Please refer to the information given on page (ii) for more details about making payments.

STEP 5: SUBMIT YOUR APPLICATION

- Submit the application form and all relevant documents and items to a counsellor at the Admissions Office; or
- Post the application form and all relevant documents and items to the following address:

THE ADMISSIONS OFFICE
Operating Address:
No. 5 Jalan Universiti
Bandar Sunway
47500 Selangor Darul Ehsan
Malaysia
Tel: +603-7491 8622
Fax: +603-5635 8630
Email: info@sunway.edu.my