

SUNWAY COLLEGE



PTPTN Loan Application (for Malaysian students only)

Registry
Effective 2 January 2018

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1. Introduction

This handbook is meant to serve as a quick reference manual for students who intend to apply for PTPTN loan.

What is PTPTN?

PTPTN is the abbreviation of Perbadanan Tabung Pendidikan Tinggi Nasional. This is an agency under the Ministry of Education that gives study loans to students who are pursuing tertiary education in Malaysia.

What is PTPTN Loan?

This is a type of loan furnished by the Malaysian Government to assist students financially in public as well as private institutions of higher learning.

2. Conditions to apply for PTPTN loan

- a) Malaysian Citizen
- b) At the time of application, age must be below 45 years old
- c) Must have achieved SPM or UEC or 'O Level qualification
- d) Must be enrolled in an accredited programme of study that is approved by MOE and MQA
- e) Must meet the entry requirements for the accredited programme as approved by MOE and MQA

| Diploma programme | Degree programme |
|--|---|
| <ul style="list-style-type: none">• SPM (3 credits)• O Level or• LCCI Group Diploma (Level 1, 2 & 3)• UEC (3Bs) | <ul style="list-style-type: none">• Diploma• STPM or• A Level or• Foundation or• Matriculation or• UEC (5Bs) |

- f) Applicants must not be under any other sponsorship
- g) At the time of application, the remaining study period for the programme must be more than one (1) year

3. Submission Dates for PTPTN Online Application

| Diploma in Finance Diploma in Professional Accounting | |
|--|---|
| | March Intake – 01 February 2018 to 28 February 2018 01 March 2018 to 31 March 2018 July Intake - 01 June 2018 to 30 June 2018 01 July 2018 to 31 July 2018 |

| Diploma in Communication Diploma in Business Administration Diplome in Information Technology | |
|--|--|
| | January Intake – 01 December 2017 to 31 December 2017 01 January 2018 to 31 January 2018 March Intake – 01 February 2018 to 28 February 2018 01 March 2018 to 31 March 2018 July Intake - 01 June 2018 to 30 June 2018 01 July 2018 to 31 July 2018 |

| Degree programme | |
|-------------------------|---|
| a | Bachelor of Business <i>3 + 0 in collaboration with Victoria University of Melbourne, Australia</i> February Intake - 01 January 2018 to 31 January 2018 01 February 2018 to 28 February 2018 July Intake - 01 June 2018 to 30 June 2018 01 July 2018 to 31 July 2018 |

4. Loan amount

The maximum amount of loan is as follows:

- a) Diploma programme: RM6,800 per year (RM13,600 maximum for 2 years)
 - b) Degree programme: RM13,600 per year (RM40,800 maximum for 3 years)
- c) The loan approved is based on the total household income of both parents:
- (i) For total household income less than RM 8,000 per month, 75% of maximum loan (Diploma: RM10,200 and Degree: RM30,600)
 - (ii) For total household income more than RM8,000 per month, 50% of the maximum loan (Diploma: RM6,800 and Degree: RM20,400)
 - iii) Those registered under BRIM will get the maximum loan

5. Loan application process

5.1 *Open bank accounts*

| Bank | Type of account | Remarks |
|---------|-----------------|--|
| CIMB | Savings account | PTPTN loan shall be disbursed into this account. |
| Maybank | SSPN account | SSPN is the abbreviation of Skim Simpanan Pendidikan Nasional. It is compulsory to open this account if a student wants to apply for PTPTN loan. |

5.2 *Purchase PIN*

Go to any Bank Simpanan Nasional (BSN) branch and purchase the PIN for PTPTN Loan Application at RM 5.00.

5.3 *Submit loan application online*

Students must personally submit their loan application online.

At the time of application, student must have a valid Letter of Offer from the College and must be active in the programme of study.

- a) Go to the PTPTN website at <http://www.ptptn.gov.my/>
- b) Complete the PTPTN Loan Application Form online with accurate details,
- c) Tarikh Mula Pengajian : Refers to Intake :- 1/1, 1/2, 1/3 or 1/7
- d) Submit the PTPTN Loan Application Form online before the closing date

5.4 *Outcome of online application*

You may check the application approval status at the PTPTN website **7 (seven) working days after the closing date**.

PTPTN will send an SMS to notify applicant of their loan status.

- a) Rejected online application
Students whose application has been rejected need to reapply in the next submission date after filling up the Borang Pembatalan Pembiayaan.
- b) Approved online application
The College shall notify students that their online application has been approved by PTPTN via the Sunway Student iMail account or through ELearn. The final date to submit documents at the Registry will also be included.

5.5 *Preparation of documents*

- a) This is applicable to students who decide to accept the approved online application for PTPTN loan.
- b) Applicants must note the following for the Approved Agreement Form:

- (i) **Download the agreement from the PTPTN website**
 - (ii) **Print two (2) sets**
 - (iii) **Sign both sets of agreement using black ink only**
 - (iv) **Purchase two (2) Setem Hasil for the agreement**
- c) One common date must be used on all forms. Sign pages which require signature
 - d) Do not use liquid paper for correction. Do not staple the Agreement Form.
 - e) Attach a copy of your Letter of Offer as the supporting document
 - f) All documents must be submitted to the Registry for vetting before the deadline given. Late submission will not be entertained.
 - g) The witness will be an official from Sunway College.
 - h) The College will submit the documents to PTPTN on behalf of the student.

5.6 *Insurance coverage*

- a) All students who receive PTPTN loan must take the insurance coverage provided. This is to protect the loan amount taken based on the study period and loan repayment period.
- b) PTPTN shall appoint the insurance company and deduct the payment for the insurance coverage from the total loan approved.
- c) The premium paid for insurance coverage will be deducted before the loan amount is disbursed into the designated CIMB savings account.

6. Loan approval and disbursement

- a) Once PTPTN has accepted all the submitted documents and approved the loan application, the loan is disbursed directly into the designated CIMB savings account.
- b) The first loan disbursement is usually two (2) weeks after the Approved Agreement Forms are sent to the PTPTN Office.
- c) Disbursements are made twice a year.

- d) There may be delayed disbursement if you are undergoing internship or work placement.
- e) Loan disbursement for subsequent semesters is based on academic performance, i.e. you must pass the attempted semester.
- f) In most cases, students may have to top up on fees.
- g) Interest is charged at 1% per annum on the total loan amount.

7. Suspension of loan

The loan disbursement will be suspended for a particular semester for any the following reasons:

- a) Poor academic performance
- b) Deferment of studies

8. Termination of loan

- a) The loan will be terminated when a student fails to continue in the programme of study as stipulated in the loan agreement.
- b) When a loan is terminated, student is required to pay the loan amount taken during the duration of study.
- c) If a student is unable to pay the amount taken during the duration of study, a written appeal must be submitted to PTPTN.

9. Cancellation of loan

- a) PTPTN loan can be cancelled if a student decides to withdraw from the programme of study as stipulated in the agreement.
 - b) Student will need to complete the “Borang Pembatalan Pembiayaan”, which is available at the PTPTN website.
 - c) When a loan is cancelled, student is required to pay the loan amount taken during the duration of study.
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10. Loan payment upon completion of studies

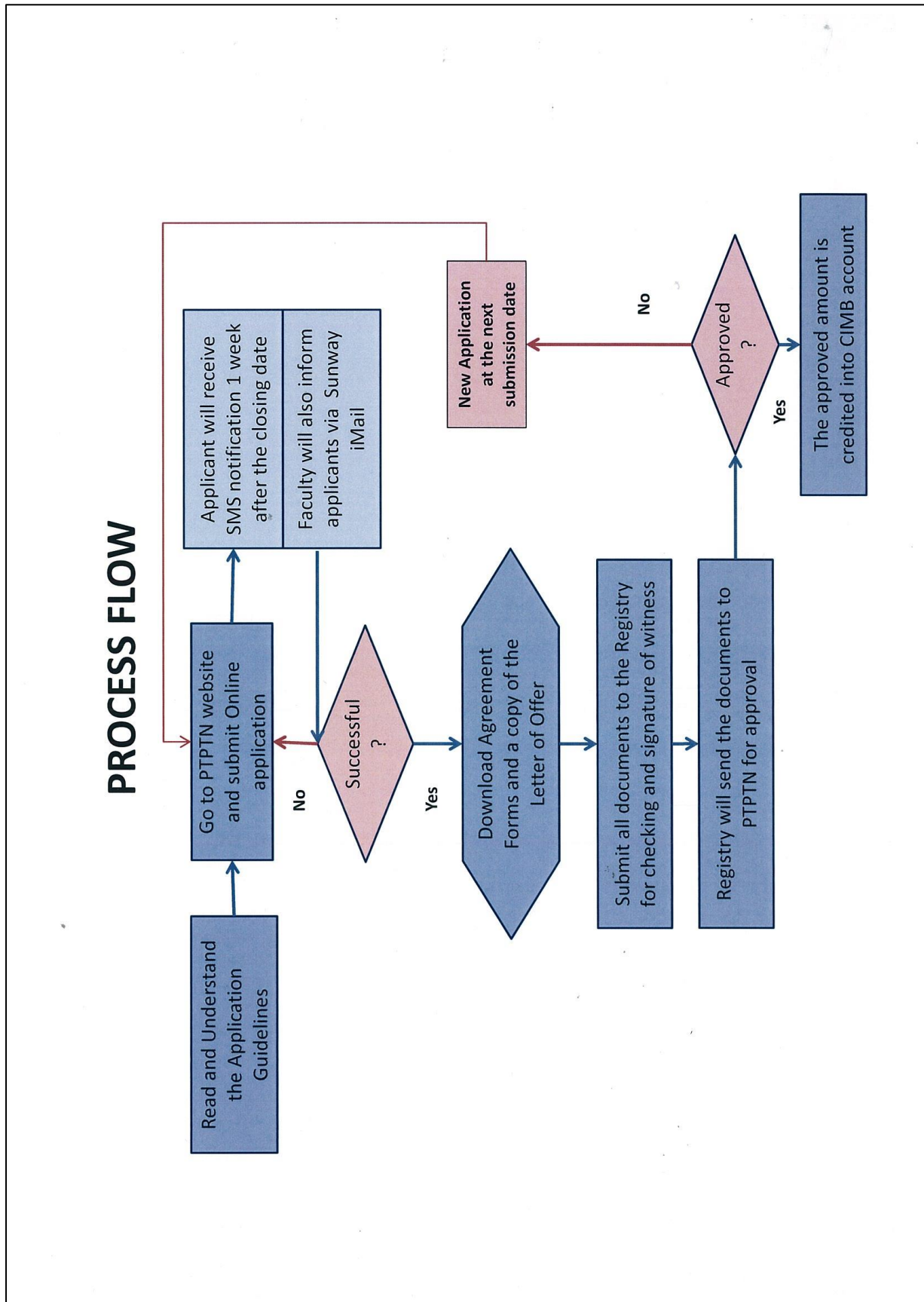
- a) If a student is progressing from a diploma programme to a degree programme, it is possible to request for the postponement of loan payment for the diploma programme. Refer to 11c for the postponement of loan payment.
 - b) Students are required to begin their loan payments six (6) months after completing their programme of studies.
 - c) Students may appeal to postpone loan payments by completing the “Borang Penangguhan Bayaran”, which is available at the PTPTN website. The completed form must be submitted to any PTPTN branch personally.
 - d) Loans can be paid at the PTPTN Office located on the Ground Floor, Menara Park (Block D) Jalan Yap Kwan Seng Kuala Lumpur or any PTPTN outlet.
 - e) Degree students who achieve an average of 87.5%, which is equivalent to First Class Honours may have their loan converted into full scholarship.
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11. Further information

- a) Should you require further assistance from the College, please drop by the Registry at Level 1 South Building and speak to Ms. Zahida Begum or Ms Syuhanida

Alternatively, you may call them at 03-7491 8622 (extension number: 8135 or 8106 or email to zahidab@sunway.edu.my or syuhanidas@sunway.edu.my
- b) You are also encouraged to go to PTPTN’s website at www.ptptn.gov.my and click on the *Laman Web Rasmi* for regular updates and circulars.

Appendix 1: Flowchart for PTPTN loan application



Appendix 2: Frequently Asked Questions

General matters

a) What is Sunway Student iMail account?

This is the standard official email system for all Sunway students. All official communication on academic and administrative matters between students and staff will be circulated through this account.

Online application

a) How come I cannot log in to the PTPTN website with my purchased PIN?

Please ensure that you key in the correct information. If you are still unable to log in with the PIN, kindly check with BSN on the validity of your PIN.

Preparation of documents

a) Where can I purchase *Setem Hasil*?

Setem Hasil can be purchased from the University Bookshop or at any Post Office.

b) What do I do if information printed on the Approved Agreement Form is incorrect?

Please complete the “Borang Perubahan Maklumat”, which is available at the PTPTN website. This form must be submitted together with the agreement to the Registry.

c) Do my parents need to sign the Approved Agreement Forms?

No. Your parents do not need to sign the agreement. Only the applicant is required to sign both sets of the agreement.

d) Who will be my witness and sign on the section titled “Disaksikan oleh”?

The College has appointed a senior staff in the Registry to be the witness for your PTPTN loan application.

e) Do I need to obtain “Certified True Copy” stamp for all my supporting documents”.

No. The only document which you need to submit with the Agreement Documents is your Letter of Offer from the College.

Loan

- a) I am the PTPTN loan applicant. Can I request that the loan be disbursed into my parents' or other beneficiary's account?

No. The loan must be disbursed into the applicant's account. Please refer to item 6.1 in the handbook.

- b) Will I continue to receive the loan if I defer my studies?

No. The loan disbursement would be suspended during the period of deferment. The loan disbursement shall resume once PTPTN receive confirmation from the College that the student had return to the programme of study.

- c) Am I now eligible for the loan if...?

- (i) *My loan disbursement was previously suspended due to poor academic performance. My current semester's performance had improved during the **short** semester.*

No. The loan disbursement is based on academic performance for a normal semester.

- (ii) *My loan disbursement was previously suspended due to poor academic performance. My current semester's performance had improved during the **normal** semester.*

Yes.