



**B. ACADEMIC BACKGROUND**

Secondary School / Institution	Qualification	Year Graduated	Result / CGPA

**C. FINANCIAL ARRANGEMENT**

Self-Financing     PTPTN     EPF     Sponsorship     Other: \_\_\_\_\_

If you are being sponsored, please provide the name and address of sponsor.

**D. SUPPORTING DOCUMENT CHECKLIST**

To ensure your application is processed without delay, please enclose the following documents:

- One (1) copy of Identification Card (both sides)
- Two (2) Passport-size Photos
- Two (2) photocopies of CERTIFIED TRUE COPY of Academic Transcript and Certificate for each of the following relevant qualifications:  SPM  O-Level  STPM  UEC  A-Level  Diploma  Others \_\_\_\_\_

**Extra Document for student from other Institution (Diploma and above):**

- 1 copy of CERTIFIED TRUE COPY of Academic Transcript and Certificate OR Completion Letter
- 1 set of CERTIFIED TRUE COPY of Programme Syllabus with Institution Official Stamp on every page
- 1 copy of CERTIFIED TRUE COPY of MQA Certificate OR Letter\* (if required)

**E. BANK DETAILS**

Payable to : Keduca Sdn. Bhd.  
 Account No. : 312-404-2435  
 Bank Name : Public Bank Berhad

Please fax/mail/email your bank payment slip as proof of payment. Kindly include the student's Name, IC and Programme enrolled.

Fax No. : 082-345682  
 Email : marketing@ecollege.edu.my

**F. APPLICANT DECLARATION & SIGNATURE**

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood, the terms and conditions, and will abide by the conditions set out, which I accept as conditions of the application.

Applicant's signature: \_\_\_\_\_ Date : \_\_\_\_\_

**G. PARENT / GUARDIAN / SPONSOR DECLARATION**

I hereby agree to pay all fees due on the dates stipulated by the College. I have read and understood the conditions of enrolment and agreed to the terms as laid out. I also agree to allow the student to participate in all visitations, for the durations of his/her studies, with the college and will not hold the college responsible for any injuries, death, missing persons or accidents that may occur before, after or during the event.

Name : \_\_\_\_\_ Relationship : \_\_\_\_\_  
 NRIC : \_\_\_\_\_ Occupation : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_ Company : \_\_\_\_\_  
 Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## H. TERMS AND CONDITIONS

1. It is the student's responsibility to ensure that the required English Language / Bahasa Malaysia qualifications are met before the student is allowed to transfer to foreign / local universities.
2. **Payment of Fees**
  - 2.1. All fees must be paid in advance. Payment by post must be sent by AR REGISTERED POST.
  - 2.2. An **active** student is deemed to be enrolled and in good standing if all due fees have been settled before commencement of the semester. If he/she has **not** paid the fees after the grace period, he/she will be considered as an **inactive** student.
  - 2.3. A student is entitled to ONE (1) Ipad Mini upon successful registration and payment of tuition fees. (*ONLY applicable for FIRST programme registered with the college*).
  - 2.4. All tuition and other applicable fees due for the second and subsequent semesters must be paid on or before the date of commencement. A grace period of **two weeks (Normal Semester) or one week (Short Semester)** is given for any late payment. After the grace period, a penalty of **RM10.00 per day** will be levied. **All fees are subject to change from time to time at the discretion of the College.**
  - 2.5. Any student failing to pay his/her semester fees within the required period may be barred from entering the College and from attending classes.
  - 2.6. **The Security Deposit is non-refundable except upon graduation.**
  - 2.7. Graduation fees shall be duly deducted from the Security Deposit.

### 3. Withdrawal from an Academic Programme

- 3.1. Any **active** student's withdrawal must be **made officially** with the Registry by using the prescribed form. The student will have to **surrender** his/her student card, library books and any property belonging to the College. The replacement cost for any lost or damaged College property will be the responsibility of the student.
- 3.2. Student who withdraws from a programme of study is eligible for a refund of the tuition fees paid for the semester based on the following conditions:

<u>Date of Withdrawal*</u>	<u>Amount of tuition fees refundable</u>
I. <b><u>Before</u></b> the commencement date	100%
II. <b><u>Before the end of the FIRST week (Short Semester)/SECOND week (Normal Semester)</u></b> from the commencement date	50%
III. <b><u>After the end of the FIRST week (Short Semester)/SECOND week (Normal Semester)</u></b> from the commencement date	No refund

*\*(except for Foundation programmes)*

- 3.3. All refund will be subject to the deductions of the iPad Mini issued to the student and any other outstanding amount due to the College.

### 4. Transfer to another Academic Programme or Intake

- 4.1. Any transfer must be made officially with the Registry using the prescribed form.
- 4.2. Each transfer after the commencement date of the programme will incur a transfer fee of **RM100.00**.
- 4.3. Student who transfers to another programme of study within the first two week of the commencement date is subject to the availability of place and at the discretion of the College, for a transfer of tuition fees with a payment for any difference, if any.
- 4.4. Any transfer to other programmes after the end of the first week (short semester) or second week (normal semester) of the commencement date is subject to **re-enrollment**.
- 4.5. Student who transfers to another programme, is eligible to transfer the tuition fees paid based on the following conditions:

<u>Date of Transfer</u>	<u>Amount of tuition fees transferable</u>
I. <b><u>Before</u></b> the commencement date	100%
II. <b><u>Before the end of the FIRST week (Short Semester)/SECOND week (Normal Semester)</u></b> from the commencement date	50%
III. <b><u>After the end of the FIRST week (Short Semester)/SECOND week (Normal Semester)</u></b> from the commencement date	No refund

**Important : Please note that the College reserves the right to change its rules and regulations from time to time without prior notice.**

SEND APPLICATION TO:  
**EXECUTIVE COLLEGE**  
2<sup>nd</sup> Floor, Crown Square, 88 Jalan Pending, 93450 Kuching, Sarawak  
Tel: 082-345680 Fax: 082-345682  
Email: marketing@ecollege.edu.my

## I. PRIVACY NOTICE - PERSONAL DATA PROTECTION ACT 2010 ("PDPA")

In accordance with the Personal Data Protection Act 2010 ("PDPA"), all personal information requested is used by the college for the purpose of processing your application, registration and retained for administration and management of student record, assessment and analysis of student academic performances, programme promotion and which may be also disclosed to our service agents, partner universities, relevant governmental agencies, statutory bodies, regulators or statistical authorities and professional bodies as permitted or required by law. The information requested is necessary for the above purposes and it is your obligation to ensure that all personal data submitted to us are accurate, not misleading, updated, and complete in all aspect, failing which may result in us not being able to fulfill the purposes above and could result in rejection or delay of your application. If your application is rejected, we will keep your information for a reasonable period according to legal requirements, and also for administration and marketing purposes and may contact you on any promotions.

**NOTIS PRIVASI:** Mengikut Akta Perlindungan Data Peribadi 2010 ("PDPA"), semua maklumat peribadi yang diminta oleh pihak kolej adalah digunakan bagi tujuan pemrosesan permohonan, pendaftaran dan disimpan untuk tujuan pentadbiran dan pengurusan rekod pelajar, penilaian dan analisis terhadap pencapaian akademik pelajar, promosi program dan di mana juga akan didedahkan kepada ejen perkhidmatan, Rakan Universiti, agensi kerajaan berkaitan, badan-badan berkanun, pihak berkuasa regulatori atau statistik, badan-badan profesional seperti yang dibenarkan dan diperlukan oleh undang-undang. Maklumat yang diperlukan adalah wajib bagi tujuan di atas dan kewajipan anda untuk memastikan semua maklumat peribadi yang diberikan kepada kami adalah tepat, tidak mengelirukan, terkini dan lengkap dalam semua aspek. Kegagalan anda memberikan maklumat tersebut, boleh menyebabkan penolakan atau kelewatan terhadap permohonan anda. Sekiranya permohonan anda ditolak, kami akan menyimpan maklumat anda untuk satu tempoh yang munasabah mengikut keperluan undang-undang, bagi tujuan pentadbiran dan pemasaran dan juga bagi membolehkan kami menghubungi anda sekiranya terdapat sebarang promosi tertentu.

I have read the Privacy Notice above and consent to the collection and processing of my personal data in the aforesaid manner. I understand that Executive College will use this information for the purpose for administration and marketing purposes and may be shared with the Partner University and to its service agents. I give my consent to the processing of the data.

*Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemrosesan data peribadi saya mengikut cara yang diterangkan. Saya faham bahawa Executive College akan menggunakan maklumat ini bagi tujuan pentadbiran dan pemasaran dan berkemungkinan akan dikongsi bersama Rakan Universiti dan juga pembekal perkhidmatannya. Saya dengan ini memberi persetujuan bagi pemrosesan data peribadi tersebut.*

In the event of any conflict between this English language notice and its corresponding Bahasa Malaysia notice, the terms in this English language notice shall prevail.

*Jika berlaku apa-apa percanggahan antara notis privasi bahasa Inggeris dan notis privasi Bahasa Malaysia yang sepadan dengannya, syarat-syarat dalam notis privasi Bahasa Inggeris akan diguna pakai.*

Name/ Nama : .....

NRIC/Passport No./ No. Kad Pengenalan/No. Passport : .....

\_\_\_\_\_  
Signature/ Tandatangan

\_\_\_\_\_  
Date/ Tarikh

### Parental / Guardian / Sponsor Consent (only if applicant is below 18 years old) / Persetujuan Ibu Bapa/Penjaga (jika pemohon di bawah 18 tahun)

I have read the Privacy Notice above and consent to the collection and processing of my child's/ward's personal data in the aforesaid manner.

*Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemrosesan data peribadi anak/anak jagaan saya mengikut cara yang diterangkan.*

Name/ Nama : .....

NRIC/Passport No./ No. Kad Pengenalan/No. Passport : .....

\_\_\_\_\_  
Signature/ Tandatangan

\_\_\_\_\_  
Date/ Tarikh