

C. ACADEMIC BACKGROUND

Secondary School / Tertiary Institution	Qualification	Year Completion	Result / CGPA

Are you applying for Credit Transfer? Yes No *If yes, you must attach a certified copy of programme syllabus.*

D. FINANCIAL ARRANGEMENT

How will your programme be financed? Self PTPTN EPF Sponsorship Others :

If you are being sponsored, please provide the name of sponsor & attach a copy of sponsorship offer letter:

E. CHECKLIST

To ensure your application is processed without delay, please enclose the following certified copies (if applicable):

- One (1) Passport-size Photo
- One (1) photocopy of Identification Card (both sides)
- One (1) CERTIFIED TRUE COPY of Academic Transcript and Certificate for each of the following relevant qualifications:
 SPM O-Level STPM UEC A-Level Diploma Others
- Registration Fee of RM300 (non-refundable)

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

- One (1) CERTIFIED TRUE COPY of Academic Transcript and Certificate OR Completion Letter
- One (1) CERTIFIED TRUE COPY of Programme Syllabus with Institution Official Stamp on all pages
- One (1) CERTIFIED TRUE COPY of MQA Accreditation Certificate OR Letter (if required)

F. BANK DETAILS

Payable to : Keduca Sdn. Bhd.
 Account No. : 312-404-2435
 Bank Name : Public Bank Berhad
 Fax No. : 082-345682
 Email : finance@ecollege.edu.my

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

G. APPLICANT DECLARATION

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 :

H. PARENT / GUARDIAN / SPONSOR DECLARATION & EMERGENCY CONTACT

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 : Home Phone No. :

Relationship : Mobile No. :

Occupation : Email Address :

Household income : RM0 - RM4,360 (B40) Date :

RM4,360 - RM9,619 (M40)

RM9,619 and above (T20) Signature :

I. 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. Registration fee is strictly non-refundable under any circumstances.
- 2.2 An active student is deemed to be enrolled and in good standing if all due fees have been settled before the date of commencement of a new semester. If he / she has not paid the fees after the grace period, he / she will be considered as an **inactive** student.
- 2.3 Any student failing to pay the semester fees by the required period may lose access to all lectures, facilities, tutorials and examinations.
- 2.4 **The Security Deposit is non-refundable once the intake commences except upon graduation.**
- 2.5 Graduation fees shall be duly deducted from the Security Deposit.
- 2.6 Fees are subject to changes at the discretion of the college.

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. <u>Before</u> the semester commencement date	100%
ii. <u>Before the end of the FIRST week (Short Semester) / SECOND week (Normal Semester)</u> from the semester commencement date	50%
iii. <u>After the end of the FIRST week (Short Semester) / SECOND week (Normal Semester)</u> from the semester commencement date	No refund

- 3.3. All refund will subject to the deductions of any outstanding amount due to the College.

4. Transfer to another Academic Programme

- 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 non-refundable processing 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 semester 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. <u>Before</u> the semester commencement date	100%
ii. <u>Before the end of the FIRST week (Short Semester) / SECOND week (Normal Semester)</u> from the semester commencement date	50%
iii. <u>After the end of the FIRST week (Short Semester) / SECOND week (Normal Semester)</u> from the semester commencement date	No refund / Non-transferable

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
2nd Floor, Crown Square, 88 Jalan Pending, 93450 Kuching, Sarawak
Tel: 082-345680 Fax: 082-345682
Email: marketing@ecollege.edu.my

J. 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 pemprosesan 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 pemprosesan 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 pemprosesan 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 pemprosesan data peribadi anak/anak jagaan saya mengikut cara yang diterangkan.

Name/ Nama :

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

Signature/ Tandatangan

Date/ Tarikh

CAMPUS CENTRAL (For office use only)

Name of Applicant : _____

Registration No. : _____

- Programme enrolled:
- Foundation in Arts
 - Diploma in Quantity Surveying
 - Diploma in Business Administration
 - Bachelor of Technology (Hons) in Construction Management
 - Bachelor of Business Administration (Hons) (IB / HRM / MKT / FIN & BAN)

- Status:
- New Student
 - Returning Student (Last programme graduated at EC:)

- Financial Assistance:
- Scholarship Yes No (If yes: Type of scholarship:)
 - PTPTN Yes No
 - EPF Withdrawal Yes No
 - Others :

Please ensure the applicant has completed/submitted the following documents and indicate with a tick (✓) in the boxes provided below:

A. Documents Checklist

- One (1) Passport-size Photo
- One (1) photocopy of Identification Card (both sides)
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B. Payment Received

- Cash Cheque Bank Transfer Sarawak Pay (Max. 2 transactions for payment above RM3,000 only)

C. Counselor Name : _____

Invoice No. : _____ Date : _____

Remarks

REBATE

Type : _____

Amount : _____

FRIENDS & FAMILY (F&F)

Introducer Name : _____

Reg. No. / IC No. : _____

Programme : _____

Contact No. : _____

How did student learn about EC?

- Friends
- Family
- Leaflets / Brochures
- Banners
- Newspapers
- Facebook
- Instagram
- Others _____

Type of Enquiry

- Walk-in / Phone / Email
- School Exhibition _____
- Education Fair _____
- Event _____
- Others _____