



Admission Application Form

NOTES:

- 1. Please complete all sections in **BLOCK LETTERS**.
- 2. Read carefully the requirements and ensure all the supporting (**CERTIFIED**) documents are attached.
- 3. A non-refundable Registration Fee of **RM300** must be enclosed for the admission application to be processed.
- 4. The College reserves the right to accept or reject any application at its discretion.

Registration No.:

A. PROGRAMME APPLIED

- Certificate in Esports Production
- Diploma in Business Administration
- Diploma in Computer Science (Cybersecurity)
- Diploma in Software Engineering
- Foundation in Arts

*Affix a recent
passport-sized photo
here*

INTAKE DATE

		-			-				
<i>d</i>	<i>d</i>	<i>-</i>	<i>m</i>	<i>m</i>	<i>-</i>	<i>y</i>	<i>y</i>	<i>y</i>	<i>y</i>

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

Any offer made by Executive College (hereinafter referred to as "The College") to the Student is subjected to the following Terms and Conditions which shall be deemed to have been accepted by the Student (of parent/guardian/sponsor for Student below the age of 18) upon signing of the Registration Form or upon payment of the prescribed Registration Fee, whichever is earlier:-

1. FEE

- 1.1 Without prejudice to the rights of The College, all the Fees stated herein are correct at the time of printing. All Fees will be regularly reviewed and are subject to change without notice.
- 1.2 The Registration Fee paid is strictly non-refundable and non transferable under any circumstances.
- 1.3 All Tuition Fees paid are non refundable and non transferable subject to exceptional circumstances as stated herein.
- 1.4 Students are entitled to the full services of the programme/course registered provided by the College upon formal registration with the prescribed registration fees paid.

- 1.5 Students shall only attend programme/course which the Students have enrolled with The College. However, Students shall pay the Tuition Fees and other related fees (if any) of any programme/course which they have not enrolled but attended without permission of The College.
- 1.6 Additional external examination or registration fees, if not paid at the time of enrolment, must be paid directly to the external examination body. Unless prior written approval to delay such payment, a charge of Five Ringgit Malaysia Only (RM5.00) per day will be imposed for each late payment.
- 1.7 Places will not be held without payment. Settlement in full or in part by agreement with the College will ensure that your name appears on the course register. Attendees at classes who have not completed an enrolment will be directed to the Student Service Counter to complete the necessary enrolment documentation and to pay any fees dues.
- 1.8 All payments shall be made as per follow:
Payable to : Keduca Sdn. Bhd.
 Account No. : 312-404-2435
 Bank Name : Public Bank Berhad
 Fax No. : 082-345682
 Email : finance@ecollege.edu.my
- 1.9 All cheques or postal orders are to be made payable to **Keduca Sdn Bhd.**
- 1.10 Students who have been granted approval to pay the prescribed Tuition Fees by instalments on a semester basis shall make the payment seven (7) days before the commencement of the semester. Unless an approval to delay such payment was given by The College, a charge of Five Ringgit Malaysia Only (RM5.00) per day will be STRICTLY imposed for each late payment.
- 1.11 Students who are entitled to promotional item(s) and wish to terminate their enrolment prematurely shall pay back the price of the given promotional item(s) as at the time of the purchase by The College within fourteen (14) days from the date of termination.
- 1.12 Students who are granted scholarships are not entitled to any rebates or promotional items. Any scholarship or rebates granted is non-transferable, non-refundable and non exchangeable for cash or any kind.
- 1.13 Scholarship students who withdraw from College are required to pay for classes attended on pro-rated basis at the rate of standard course fee.
- 1.14 Applicants for scholarship shall make an advance payment of the minimum fees of the semester pending the grant of scholarship.
- 1.15 The College reserves the right to commence legal proceedings against Students who failed/refused/neglected to pay the outstanding balance due to The College upon demand.

2. VARIATION/CANCELLATION OF COURSES

- 2.1 The College reserves the right at its sole discretion to revise, amend, modify or to make changes in respect to any programme/course, tutors, or fees without prior notice should the need arise.
- 2.2 The College reserves the right at its sole discretion to cancel/reschedule/postpone the commencement of any programme/course should the number of enrolled Students fail to meet the minimum number set by The College. In such cases the Students may, subject to the approval of The College, either make an application to transfer to an alternative programme/course or make an application to withdraw and refund of the initial Tuition Fees so paid. An Administration Fee of Two Hundred and Fifty Ringgit Malaysia Only (RM250) may be levied for an application of Tuition Fees Refund unless otherwise approved by The College. A full Tuition Fee is only transferable if the application for transfer is received before the commencement of the semester. However, if the Tuition Fee for the new programme/course is higher, the Students will be required to top up the difference. The processing fee for each application for transfer is Two Hundred and Fifty Ringgit Malaysia Only (RM250).
- 2.3 In the event of cancellation of a programme/course or lectures due to reasons beyond control of The College, The College reserves the rights at its sole discretion to reimburse the affected Students with a gratuitous payment without prejudice.
- 2.4 The College reserves the right at its sole discretion to alter/amend/modify any aspect of any program/course at any time should the need arise. Should there be changes with respect to days/dates/times of lectures The College shall take all necessary and reasonable attempts to contact those affected Students to inform them of such changes either through their current address or contact number as shown in The College Register System.

3. ENROLMENT/ADMISSION

- 3.1 Admission to any programme/course of The College is subject to the approval of the Registrar of the College at its sole discretion. Upon the student signing the Admission Form, Statement of Undertaking and paid the prescribed fees, The College will issue a Letter of Offer to the said student. Students are considered officially admitted/registered into The College.
- 3.2 All the contents of the teaching materials of the programme/course are deemed to be correct and reflect the current state of the knowledge at the time of printing.
- 3.3 The College reserves the right at its sole discretion to reject the application for enrolment from individuals or sponsors where the Tuition Fees or ancillary costs from previous programme/course remain outstanding until such time where all outstanding fees or other ancillary costs are fully paid.
- 3.4 The College reserves the right to decline a request for enrolment with good cause which shall be determined by the Registrar of The College at its sole discretion.
- 3.5 Upon payment of the prescribed Tuition Fees and administration charges for enrolment in a programme/course, the Students will be issued with an official receipt which stands as a proof of payment and enrolment and it must be shown to the Management of The College upon demand. The official receipt must be presented to support any subsequent

adjustments to the Students' enrolment. Any request for reprinting of the official receipt is subject to an administration charge of Five Ringgit Malaysia Only (RM5.00) per copy.

- 3.6 Students shall inform/advise The College's Student Services within fourteen (14) days upon knowing changes to The Students' personal information such as contact address and contact number or any changes which may affect any entitlement to the students' loans, awards, scholarships, or grants.
- 3.7 In the event of non-payment or late payment of the prescribed Tuition Fees or any part thereof without prior written application with valid reasons and supporting documents from Student to the Management of the College and/or prior written approval from the Management of The College at the time being, The College has the right without further notice to bar the Students from using its facilities and/or attending classes and/or withholding examination results and take such action as it deems necessary as may be determined by The College from time to time.
- 3.8 If the Tuition Fees paid exceed the amount payable, the additional amount paid will be credited (without any administration charge accruing) towards the payment of the next instalment of Tuition Fees payable. A refund of the additional amount of Tuition Fees paid will not be made unless the Students discontinue or completed the programme/course, whereby the additional amount of Tuition Fees paid will be refunded.

4. TERMINATION/WITHDRAWAL

- 4.1 Students who wish to withdraw from and/or terminate an enrolled programme/course are required to apply in writing to the Management of the College at the time being to inform the same.
- 4.2 The effective date of termination / withdrawal shall be the date the management of The College issue a written approval for the termination / withdrawal.
- 4.3 Upon official termination/withdrawal, the Students shall fully settle the outstanding amount due to the College (if any) and return forthwith to The College any materials or relevant class texts/workbooks/equipments on loan or hire including but not limited to Student's ID Card.
- 4.4 The proportion of Tuition Fees Refund*, upon official withdrawal, is shown below subject to an administration fee of Two Hundred and Fifty ringgit Malaysia Only (RM250) for each application for Tuition Fees Refund:

Percentage of the Aggregate of the Course Fees and Additional Fees Paid (if applicable)	If Students' written notice of withdrawal is received
50% of the paid course fees	More than 28 days before class commencement date
20% of the paid course fees	Within 8-28 days before class commencement date
0% - No Refund	7 days before class commencement date

5. DEFERMENT

- 5.1 Application for Deferment of programme/course or unit must be made in writing to the Head of Academic of The College at the time being at least two (2) weeks before the commencement of the enrolled programme/course subject to the approval at the sole discretion of the Head of Academic.
- 5.2 Any outstanding Tuition Fees must be paid in full upon approval of deferment.
- 5.3 A deferment fee of One Hundred Ringgit Malaysia Only (RM100.00) per unit will be charged upon approval. In the event of non-payment or late payment of the fee The College has the right without further notice to revoke such approval and/or decline the subsequent application at the sole discretion of The College.
- 5.4 An approval for deferment of study or unit is only valid for one (1) semester upon approval of the Management of The College except for exceptional circumstances which shall be determined by the Management of The College at its sole discretion.
- 5.5 In the event that the enrolled programme/course is no longer available Students may opt to withdraw from the enrolled programme and fees paid will be refunded by The College accordingly OR change programme. Any increase in fee for changing to a new programme is deemed to be accepted the Students.

6. TRANSFER TO OTHER PROGRAMME

Students who wish to change/transfer to a different programme/course either before or after the commencement of the programme/course must make an application in writing to the Head of Academic of The College at the time being subject to approval at the sole discretion of the Head of Academic. In addition to any difference in Tuition Fees which must be borne by the Students, the processing fee for each application to change/transfer course is Two Hundred and Fifty Ringgit Malaysia Only (RM250) unless otherwise exempted by the Management of The College. In the event of Students changing programme/course, the amount of Tuition Fees and Examination Fees (excluding the processing fee) paid shall be transferable to the next programme/course only if such attended subject is a common subject between the old programme and the next programme.

7. STUDENT VISA (for international students only)

- 7.1 Permission for International Students to study in Malaysia must be obtained from the relevant authorities and that the obtaining of such permission shall be the responsibility of the Student. Such permission must be obtained prior to commencing of the Programme.
- 7.2 In the event that student was not able to obtain the relevant VISA from the Malaysian authorities (and strictly and solely for this reason alone), the student may apply to the College for a refund of his/her paid tuition fees with the exception of any fees paid as Registration Fee and the Administration Fee, which are strictly not refundable.

- 7.3 The College reserves the rights to terminate the student VISA of International Students within thirty (30) days upon receiving the written notice of transfer to another external college from students.
- 7.4 Students are responsible to pay for the insurance premium for the subsequent year, failing which an insurance renewal fee will be imposed on the students.
- 7.5 Student Visa will also be terminated with immediate effect for the following reasons but not limited to:-
- Attendance condition below 80%;
 - Students failed to attend three (3) consecutive classes;
 - Failed to pay the requisite prescribed fees;
 - Misbehaving in or out of The College;
 - Misuse of Student Visa, e.g. Working illegally; and/or
 - Failed to renew student visa.

8. EXAMINATION FEES & RE-UNITS FEES

- 8.1 The Re-units and/or Examination Fees shall be paid within the time period stipulated by The College.
- 8.2 Re-units are chargeable at Five Hundred Ringgit Malaysia (RM500.00) per unit for Diploma/Foundation/Certificate Programmes and One Thousand Ringgit Malaysia (RM1000.00) for Degree programmes. The fees are subject to change without prior notice.
- 8.3 All Examination Fees and Re-units Fees paid are non-refundable and non-transferable.

	Percentage of the Aggregate of the Course Fees and Additional Fees Paid (if applicable)	If Students' written notice of withdrawal is received
	50% of the paid course fees	More than 28 days before class commencement date
	20% of the paid course fees	Within 8-28 days before class commencement date
	0% - No Refund	7 days before class commencement date

9. VARIATION OF FEES & TERMS & CONDITIONS

- 9.1 All Fees and Terms and Conditions as stated herein will be reviewed annually and are subject to change without notice.
- 9.2 The College reserves the right to vary ALL FEES including the Examination Fees and Re-units Fees, should the need arise, without notice.

10. LIBRARY & COMPUTING FACILITIES

- 10.1 All Students must abide by the Library and Computer facilities rules and regulations.
- 10.2 A refund of library deposit will not be made unless such application is made within three (3) months from the date of Graduation Ceremony or on the Approval of the Withdrawal Application date.
- 10.3 Library deposit that is unclaimed within three (3) months from the graduation date or from the approval of withdrawal application date will be forfeited by The College.

11. RULES & REGULATIONS

- 11.1 The College places a strong emphasis on moral character, education and professional skills development. The rules and regulations of The College are to be observed at all times. Infringement of any of these rules and regulations will be referred to The College Disciplinary Board.
- 11.2 Students shall comply with and adhere to all the rules and regulations as stated in the Student Handbook.

12. COPYRIGHTS

- 12.1 The copyright in all materials provided by The College shall (unless expressly stated otherwise) remain vested in The College and may not be reproduced without The College's specific written consent.
- 12.2 The copyright in any work produced by the Student as part of the programme/course shall remain with The College and the work may be retained at the sole discretion of The College for publicity and/or promotional purposes.

13. LIABILITY & INSURANCE

- 13.1 The College is not liable for any loss or damages suffered by Students in the course of study in the premise under the control of The College.
- 13.2 The College shall not be held liable to the Students for any delay in performing, or any failure to perform, any of The College's obligations, if such delay or failure was due to any cause beyond The College's control.
- 13.3 The College does not insure Students' personal belongings and Students are responsible to make appropriate provision in respect of personal and property insurance.

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

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