

STUDENT APPLICATION FORM

Please ensure that all the required fields are completed and all supporting documents are attached.

SECTION A : PROGRAMME

Programme Name : _____

Intake : _____ / _____ / _____
(day) (month) (year)

Application status : New Transferred from other institution in Malaysia

Mode of study : Full Time Part Time **STUDENT NO :** _____
(for office use only)



SECTION B : PERSONAL INFORMATION (PLEASE USE BLOCK LETTERS)

Full Name: (as in MyKad / Passport)

Date of Birth (day / month / year) : _____ Gender : Male Female MyKad / Passport No. : _____

Religion : _____ Place of Birth : _____

Race (Malaysian student only): Malay Chinese Indian Orang Asli Others Peribumi Sabah / Sarawak Marital Status : Single Married Others

Sponsorship : Self Government Others (specify) _____ Disability / special needs support required : Yes No

Correspondence Address / Billing Address:

City : _____ State : _____ Country : _____ Post Code : _____

Telephone No : _____ Mobile Phone No : _____

E-mail Address : _____

Billing Address (if different from the above):

City : _____ State : _____ Country : _____ Post Code : _____

Name of Parent / Guardian : _____

Relationship : _____ Occupation : _____

House Telephone No : _____ Office Telephone No : _____ Mobile Phone No : _____

E-mail Address : _____

SECTION C : ACADEMIC QUALIFICATIONS

Institution Name and Location	From (Year)	To (Year)	Qualification Obtained

ENGLISH LANGUAGE PROFICIENCY

Please indicate the date of the English language proficiency test and your score (if any) :

English Language Proficiency Test	Year Obtained	Score
IELTS		
Others (please specify) :		

Note: Please attach a copy of your test result.

SECTION D : DOCUMENTS SUBMITTED

DOCUMENT CHECKLIST FOR MALAYSIAN APPLICANTS

No.	Documents	Tick(✓)	No.	Additional Documents for Postgraduate / Student From Other Institution	Tick(✓)
1	MyKad		1	Complete Semester Results/Transcript	
2	SPM / O-Level / UEC or equivalent; and / or STPM / A-Level or equivalent		2	Award Certificate (Certificate/Diploma/Degree/Master); or Completion Letter	
3	Passport-sized Photo (2 copies)				
Forms			Remarks		
1	Scholarships / Bursaries Application form				
2	Bursary Policy				
3	Accommodation Form				

DOCUMENT CHECKLIST FOR INTERNATIONAL APPLICANTS

No.	New Application	Tick(✓)	No.	Transfer From Other Schools/Institutions	Tick(✓)
1	Photocopy of Passport (all pages) - 3 copies		1	Student Pass cancellation	
2	35mm X 45mm size photo (white background) (6 copies)		2	Release Letter	
3	High School Result / Transcript (Original language & translated to English)		3	Attendance Report	
4	School Leaving Certificate (Original language & translated to English)		4	Academic Result / Transcript	
5	NOC (for Sub-Saharan Countries only) / Eligibility Letter (for Nigerian only)		Remarks		
6	Health Examination Report (in English)				
7	Laboratory Result (in English)				
8	X-ray report (in English)				
9	International Certificate of Vaccination (in English)				
Forms					
1	Scholarships / Bursaries Application form				
2	Bursary Policy				
3	Accommodation Form				

Note:

- You are required to submit Certified True Copy of Actual Academic Results upon admission. KDU reserves the right to withhold your college academic results / transcripts should you fail to do so upon completion of studies here.
- For a Postgraduate application, please attach a copy of research proposal stating the proposed research area as well as suggested Supervisor & Co-Supervisor (if any). The template of the proposal will be made available together with this form.

For registration via post, please return your completed application form and required documents, with payment for the registration fee and caution fee to:

KDU Penang University College,
The Admissions Office,
32, Jalan Anson,
10400 Penang.
Tel: 04-2386368
Fax: 04-2280054 / 2280362

SECTION F : DECLARATION BY APPLICANT

I declare that the information provided and documents submitted are true and complete. I understand that any misrepresentation of information may result in KDU revoking acceptance or terminating my enrolment.

I understand that KDU reserves the right to change policies, programmes and fees without notice.

I hereby confirm that I have read, agreed to and confirmed all the above. I understand that by accepting this offer, I am to follow all the above terms and conditions as well as **KDU Rules and Regulations**. I fully understand and agree to abide by them.

I hereby declare that I consent to the use of the Personal Data for purposes as declared under Personal Data Protection Notice as listed in <http://www.kdupg.edu.my/pdpa.pdf>. KDU Penang University College may collect, process and use the information above to provide me with the latest information on products and services offered by KDU Penang University College.

SIGNATURE OF APPLICANT:

If you are under 18, your parent/guardian must provide consent by signing below:

Name: _____

MyKad/Passport No: _____

Date: _____

Date: _____

SECTION G : FOR OFFICE USE ONLY - ADMISSION STATUS

Academic Programme Code : _____ Date of Intake : _____

Category of Acceptance : Full Conditional

Dual Award : Single Award :

Pending subject/s to complete (Dual Award programmes only):

Academic requirements for Conditional Acceptance

To submit a copy of certified actual result

Other conditions : _____

Remarks : _____

Counseled by : _____ Signature : _____ Date : _____

Approved by : _____ Signature : _____ Date : _____
(HOD / HOS)

Recruited by (if applicable) :

Friend 2 Friend (Introducer's Name & Student No): _____

Agent

(Company Name & Stamp)

BURSARY OFFICE :

Payment Details : Cash Cheque Telegraphic Transfer Credit Card

Amount Paid : _____ Receipt No: _____

Processed by : _____ Signature : _____ Date: _____

BURSARY POLICY

Payment of Fees

All fees may be paid in cash, ATM, debit cards or credit cards (Visa or Master), crossed cheque, banker's cheque, via Maybank2u, CIMB Clicks, RHB Now, telegraphic transfer or direct banking, made payable to **KDU University College (PG) Sdn. Bhd.**

Fees can be paid via telegraphic transfer or direct banking shall be made to the following accounts **ONLY**:

- Malaysian students:** Any Maybank branches – **KDU University College (PG) Sdn. Bhd.** (A/C No: 507013013331)
Any CIMB branches – **KDU University College (PG) Sdn. Bhd.** (A/C No: 8601003506)
- International students:** Citibank Berhad – **KDU University College (PG) Sdn. Bhd.** (A/C No: 0165148002)
42 Jalan Sultan Ahmad Shah, 10050 Penang, Malaysia
Swift Code: CITIMYKL.

Please fax a copy of payment advice together with Student Number, Name and Contact Number to Bursar's office at 604-227 6368.

A **late payment penalty of RM10 per day** (including Saturdays, Sundays and Public Holidays) will be imposed on ALL outstanding fees after the payment due date stated in the invoice. If fees remained unpaid, student will be barred from using the KDU Penang University College facilities, classes and examinations (Test, Mid-terms and Finals) from the fifth week of the semester. Students who have outstanding fees will not be allowed to proceed to the following semester of studies and maybe terminated from their studies.

All fees paid in advance shall be deemed to be for payment of course fees.

Students in arrears of fees shall not be allowed to proceed to the next semester.

For all payments made via credit card, the cardholder is required to be present at the Bursary.

The KDU Penang University College shall not be held liable in any way for any payment made through any third parties / unauthorised channels.

Refund of Fees

All fees which have been paid are **NOT** refundable/ non-transferable unless:

- The programme has not commenced.
- Student is not accepted by KDU Penang University College.
- Student Pass application for international student is rejected by the Malaysian Immigration.

If the student withdraws from the KDU Penang University College:

- 1 – 14 days (including Saturdays, Sundays and public holidays) from the commencement of a semester, the total fees paid will be fully refunded except Moderation Fee, EMGS and Registration Fee.
- 15 – 21 days (including Saturdays, Sundays and public holidays) from the commencement of a semester, only 50% of the total fees paid will be refunded. Moderation Fee, EMGS and Registration fee paid will NOT be refunded.
- After 21 days (including Saturdays, Sundays and public holidays) from the commencement of a semester, NO refund of all fees shall be entertained.

International students are required to submit student pass for cancellation before the refund can be processed (applicable for completion and withdrawal of studies).

Caution Fee is refundable upon completion of the programme. In the event of a withdrawal/termination of studies within 21 days (including Saturdays, Sundays and public holidays) from the commencement of a semester, an administrative charge of RM250 will be imposed. Caution Fee will be set-off against any outstanding fee owed by the student prior to refund.

Deposits and Caution Fee can only be refunded after a student has passed his/her examinations or has withdrawn from his/her studies at the KDU Penang University College. The refunded monies must be claimed within 6 months from the date of completion of studies or date of withdrawal (the end date of the student's current semester), failing which, the said monies shall be forfeited by the KDU Penang University College. Any excess amount can only be claimed upon completion/withdrawal of studies. Students will be notified in writing on collection of the monies (in the form of crossed cheque) from the Bursary or alternatively shall opt for the cheque to be posted to their correspondence address.

Deferment of Studies

No refund of fees shall be allowed for any deferment case.

Note: The University College reserves the right to revise the policy from time to time without prior notice. In the event of any dispute, the decision of KDU Penang University College shall be final.

I, _____, hereby declared that I have read and understood the above stated KDU Penang University College Bursary Policy and agree to abide by it.

Parents'/Guardian's/Student's Signature: _____

IC/ Passport No: _____