APPLICATION FOR ADMISSION

KINGS UNIVERSITY COLLEGE
DKU 052 (W)

Instructions:

1. Please complete all sections in this form using BLOCK LETTERS.
2. Enclose certified true copies of all supporting documents with this completed and signed application. All documents must be certified by a recognised authority, e.g. original issuing bodies, commissioner of oaths, registered Kings University College representative agents or Kings University College staff members.
3. This application is the property of Kings University College. Supporting documentation will NOT be returned.

For Office Use Only

Appointed Representative's Stamp/ Counsellor's Name

- ◯ Full Offer
- ◯ Conditional Offer
- ◯ Rejection

Office Admissions

Student's ID :

Received By:

Date Received :

Section A : Personal Information

Title : ◯ Mr. ◯ Mrs. ◯ Miss Gender : ◯ Male ◯ Female

Full Name (as in NRIC/ Passport) :

Marital Status : ◯ Single ◯ Married ◯ Others Date Of Birth : D D M M Y Y

NRIC/ Passport Number :

E-Mail Address : Mobile Number :

Father's Name : Mother's Name :

Correspondence Address Details

Full Address :

Town/ City : Postcode :

State : Country :

Permanent Address Details (if different from above)

Full Address :

Country : State :

Town/ City : Postcode :

Emergency Contact

Name	Relationship	Mobile Number

Section B : Programme Preferences

Please state the Programme(s) you would like to study and list them down in order of preference.

Refer to the Prospectus on Kings University College website for the list of programmes offered.

Programme Name [e.g. 1. Bachelor of Business (Hons) 2. Diploma in accounting]

1.

2.

Section C : Academic Qualification

A certified true copy of original transcripts of all official results (including the grading system) must be attached to this application.

Please provide certified English translated copies if the qualifications are in languages other than English.

Secondary or Year 12 Studies (SPM, STPM, Pre-U or Equivalent)

Name of Qualification	Name and State/ Country of School	Date Commenced & Completed	Results Release Date (if currently awaiting results)
e.g. SPM/ O-Level Year 12 - STPM/ A-Levels/ Pre-U	e.g. Kings University College	e.g. Jan 2011 - Nov 2011	e.g. 12 Feb 2022

Tertiary Studies

Name of Qualification	Name and State/ Country of School	Date Commenced & Completed	Results Release Date (if currently awaiting results)
e.g. Diploma of Information Technology	e.g. Kings University College	e.g. Jan 2011 - Nov 2011	e.g. 12 Feb 2022

Work Experience

Name of Organisation	Position	Date	Reference
e.g. KLA Consultancy	e.g. Manager	e.g. Jan 2011 - Nov 2011	e.g. John Smith, Phone No., Email ID

Are you applying for Credit Transfer? ○ **Yes** ○ **No**

(If Yes, you must submit the completed application for module exemption/ credit transfer including the relevant documents)

Are you applying under recognition of Prior Learning? ○ **Yes** ○ **No**

(For Post-Graduate Applicants only)

Section D : English Language Proficency

English was the language of instruction in my previous completed studies. ○ **Yes** ○ **No**

I hold/ have completed the English language qualification(s) listed below:

Name of Test/ Examination	Name of School/ College/ University	Date (to be) taken:	Results (if known)

Section E : Medical/ Disability Needs (if applicable)

Do you have any disability, impairment or long-term medical condition which may affect your studies? ○ **Yes** ○ **No**

If yes, please provide the relevant medical documentation which will enable us to provide reasonable adjustments to support you in your studies. Disclosure of this information is treated confidentially and will not be used to disadvantage you. The Counselling Services at Kings University College may contact you to discuss the support, equipment and facilities available that may assist you.

Section F : Important Checklist

For all applicants:
***Please provide Certified English Translated Copies**

- ○ *Certified true copy of secondary school studies results e.g. SPM/ O-Level equivalent
- ○ *Certified true copy of Year 12 studies results e.g. STPM/ A-Level/ Pre-U equivalent
- ○ *Certified true copy of tertiary studies academic certificates & transcripts with grading
- ○ One photocopy of MyKad (for Malaysian applicants)
- ○ *Certified true copy of exit certificate or letter of completion (applicable for applicants with foundation or tertiary studies)
- ○ *Certified true copy of subject syllabus & course outline (if applying for credit transfer)

For *International* applicants:

- ○ 1 copy of all pages of passport with certified pages including cover and blank pages (minimum 15 months validity, Indonesia 72 months)
- ○ 6 passport-sized photographs with white background [3.5cm (w) x 5cm (h)]
- ○ Non-Objection Certificate (NOC applicable for sub Sahara countries) Eligibility Letter (applicable for Nigerian, Sudanese applicants)

Additional documents for international applicants who have studied in Malaysia before:

Please ensure all copies of official results and documents below are certified true copies by authorised signatory of the previous college/ university)

- ○ Release letter from previous institution
- ○ Certified true copy of attendance report
- ○ Certified true copy of visa cancellation page

Additional documents for Postgraduate Research Programme:

- ○ Research Proposal
- ○ Addendum to Application form
- ○ Two (2) Referee Reports

Section G : Declaration and Signature

Applicant:

I declare that all the information provided by me in this form, including those information given in all other documents provided is true and accurate. I acknowledge that Kings University College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete, fraudulent information or non-attainment of minimum entry requirements including pre-requisite results to enroll into a programme.

I consent to the processing of my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) by Kings University College to assess my application. I create an enrolment record on the student database, undertake statistical analysis and meet statutory reporting requirements. It will be accessed strictly for the intended purposes only and disclosed to the government agencies when required. I also warrant that I have obtained necessary consent from the third parties where I have provided their personal data as part of my application.

I authorise Kings University College to verify my academic records from the previous institution and work experience from the past employers.

If tuition fees are paid by an organisation (sponsor), I authorise Kings University College to release my fees and academic progress information to the sponsor upon request.

I agree to abide by the statuses, regulation and policies of Kings University College at all times.

I have read and understood all of the above conditions and agree to fully accept them.

Full Name :

Date :

Signature of Applicant

ENTRY EVALUATION FORM

For Office Use:

PERSONAL DETAILS

Programme Applied

Minimum Certified Copies of Documents Provided ◯ Yes ◯ No

English Proficiency Requirement ◯ Yes ◯ No, required to sit for

Additional Document ◯ EPF Withdrawal letter ◯ Deferment letter ◯ Others

1) Secondary School Studies

Qualification Name: **SPM/ O-Level/ UEC or equivalent**

Others (please specify)

◯ **Actual** ◯ **Forecast** ◯ **If SPM, passed BM & History**

Subject pre-requisite *(if applicable)*

◯ **English**	**Grade**		◯ **Biology**	**Grade**	
◯ **Maths**	**Grade**		◯ **Chemistry**	**Grade**	
◯ **Adv. Maths**	**Grade**		◯ **Physics**	**Grade**	
◯	**Grade**		◯	**Grade**	

Meet Subject Pre-requisite : ◯ Yes ◯ No ◯ Not applicable

2) Year 12 Studies

Qualification Name: **STPM/ A-Level/ CPU/ SAM/ IB/ MUFY**

Others (please specify)

◯ **Actual** ◯ **Forecast** ◯ **Meet overall score requirement**

Subject pre-requisite *(if applicable)*

◯ **English**	**Grade**		◯ **Biology**	**Grade**	
◯ **Maths**	**Grade**		◯ **Chemistry**	**Grade**	
◯ **Adv. Maths**	**Grade**		◯ **Physics**	**Grade**	
◯	**Grade**		◯	**Grade**	

Meet Subject Pre-requisite : ◯ Yes ◯ No ◯ Not applicable

3) Secondary School Studies

Qualification :

Status : Pursuing/ Completed **CGPA/ Score:**

Meet overall score requirement ◯ Yes ◯ No

Qualification accredited/ approved ◯ Yes ◯ No

Credit transfer application form attached ◯ Yes ◯ No

4) Others, if applicable

Remarks :

Scholarship/ Grant/ Bursary Discount Code

Counsellor Name : **Counsellor Signature :** **Date:**

PAYMENT OPTIONS

1. Direct bank-in: Payable to KLA Consultancy Sdn Bhd

Public Bank Bhd (Account No.: 311-822-9103)

2. Telegraphic Transfer (for international applicants):

Payable to "KLA Consultancy Sdn Bhd"

Public Bank Malaysia (Account No.: 311-822-9103)

Bank Address : H S Lee Branch, Lot G-01, Plaza First Nationwide, No. 161, Jalan Tun H.S. Lee, 50000, Kuala Lumpur

Swift Code : PBBEMYKLXXX

3. Over the Counter

Mode of Payment : ***Cash or Crossed Cheque payable to*** **"KLA Consultancy Sdn Bhd"**

Important Notes: (on the transaction slip, please write)

1. **Student's Name**
2. **ID Number**
3. **NRIC/ Passport Number**
4. **Contact Number**
5. **Programme Name**

Address : Jalan Sultan Ismail (Next to Medan Tuanku Monorail Station) 50250, Kuala Lumpur
Phone : 03-2026-7401
Email : contact@kingsuniversitycollege.edu.my
Website : www.kingsuniversitycollege.edu.my

TERMS AND CONDITIONS

THESE TERMS AND CONDITIONS ARE TO BE AGREED UPON BY ALL STUDENTS WHO ARE REGISTERED WITH KINGS UNIVERSITY COLLEGE ON ANY ACADEMIC PROGRAMME.

DECLARATION

I _____, agree to the following terms and conditions.

1. Personal details requirements

- I agree to inform Kings University College immediately and without ANY delay, of changes to my personal details while I am a student of Kings University College (All students are required to note that this INCLUDES: ANY changes to your contact and personal details including – your residential address, your telephone number, your mobile number, passport details, your next of kin, your personal status, financial status, any other changes, etc.)

- I agree to immediately inform Kings University College if I am found in breach or violation of any Malaysian Law.

2. Misrepresentation and providing false or misleading information

- I understand that if I have deliberately provided misleading information, or misrepresented or falsified in any way the information which I have used to support my entry to the programme of study for which I am registered, or to which I am applying, or if I have provided any such information in support of my application, then Kings University College reserves the absolute right to terminate my studies immediately.

- I understand that if I have submitted any misleading or falsified work as a part of the academic work then Kings University College may terminate my studies.

3. Registration requirements

- I understand and agree that I am required to register for the programme of study to which I have been admitted by the date indicated in the offer letter.

- I understand that if there is any delay to my arrival at Kings University College due to valid reasons then I may be required to start and be admitted to and register for the programme at the next available cohort.

- I understand that I will be required to produce all original relevant educational certificates at registration. If this is not possible, I will be required to submit attested copies of the original certificates.

- I understand and agree to Kings University College the right to capture and store my photographic, biometric and any other required details for administrative purposes and college documentation, including student photo ID cards, attendance and academic records and other records required by the Ministry of Higher Education.

- I also give full permission for Kings University College to contact my prior institutions of learning, for the purpose of verification of my previous academic qualifications.

- I agree to inform Kings University College immediately if I decide to defer, suspend my studies or withdraw from the course.

- I understand that Kings University College will only run a programme if there is sufficient demand and that if an insufficient number of students are enrolled on a course, Kings University College reserves the right not to run the programme and in this event, I may be offered an alternative course or a refund of the fees paid.

4. Attendance and absence from study (International Students)

- I understand that travel involving a return to my home country during scheduled teaching semesters/ term time is NOT permitted except in the event of exceptional mitigating circumstances.

- I understand that during teaching semesters/ term time that there is no leave of absence given for overseas national holidays or attendance at family functions etc.

- I understand that if I travel overseas at any period, this will be done exclusively as permitted by my visa and that I should seek advice from Kings University College prior to booking any such overseas trip.

- I understand and agree that I cannot change, defer or withdraw from the programme of study offered, without prior written permission from Kings University College.

- I understand that I am required to maintain a minimum attendance rate of 90%. A failure on my part to do so could lead to the termination of my registration with Kings University College. Any termination due to lack of attendance will not entitle me to a refund.

5. Academic requirements

- I understand and agree that

1. I am required to and will attend all teaching sessions delivered as a part of the programme to which I have been admitted (including lectures, seminars, tutorials, and all other teaching sessions) as these are stated on my timetable.
2. I will meet and comply with all assessment submission deadlines and undertake all required Academic Work for all programme assessments and examinations in whatever form these are required. Failure to do so could lead to disciplinary action, including termination of my studies and exclusion from the programme of study. I understand that any leave of absence from study must be approved, in writing, by Kings University College prior to the leave of absence being taken by me.

- I understand that programmes and modules could be subject to change and could vary from time to time and that Kings University College reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution/ university if required.

- I understand that the programme titles may change from time to time.

6. Progression on and from the programme

- I understand that I will have to abide by the progression policies of Kings University College.

- I understand that if I am required to do Pre-Sessional English, I would need to achieve the required English proficiency level. If I fail to achieve the required level, I can be terminated from the programme without any refunds.

7. Examinations/ Assessments

Programmes	Foundation & Undergraduate		Postgraduate	
Students	International (RM)	Domestic (RM)	International (RM)	Domestic (RM)
Resit Fee	300	200	600	400
Redo Fee	700	500	1300	1000
Retake Fee	1500	1200	2500	2000

* If the student does not pass the resit/ redo of assessments, then there shall be no more resit/ redo and the student has to retake the entire course and pay for the entire module fee.

8. Verification by plagiarism software

- To enable Kings University College to verify his/ her coursework by plagiarism software, the student is obliged to provide an electronic copy of his/ her coursework. The actual document must be submitted as an electronic copy and in a readable format (e.g., DOC, DOCX, PDF, RTF). The student acknowledges that Kings University College and third parties, which are specially commissioned by Kings University College, have the right to use his/ her work for this purpose.

9. Fees and refunds:

All withdrawals should be notified in writing to Student Services.

- **For International Students**: I understand that the academic fee which I am required to pay includes all costs associated with recruitment, admission, and the cost of my tuition and that if I am paying fees in instalments then I am required to fully comply with and meet all the instalment plan specifications indicated in the offer letter and payment schedule.

Details of the Kings University College fee refund policy for International Students are set out below:

1. International Students are required to pay all fees due prior to arrival by the respective due dates.
2. The International Student Application Fee and International Student Registration Fee will not be refunded.
3. Course fee payments made are NON-REFUNDABLE except if the student visa is refused by EMGS/ Immigration. All Fees paid are NON-REFUNDABLE under any circumstances once the visa is approved or after the student has commenced studies at any level. This includes students who do not qualify for enrolment into the course approved in the Visa Approval Letter (VAL) due to not achieving the required English competency.
4. A late payment charge is imposed on all overdue fees.
5. Semester Payment is due at the commencement of each semester.

- For Domestic Students:

1. I understand that the academic fee which I am required to pay includes all costs associated with recruitment, admission, and the cost of my tuition and that if I am paying fees in instalments then I am required to fully comply with and meet all the instalment plan specifications indicated in the offer letter and payment schedule.

Details of the Kings University College fee refund policy for Domestic Students are set out below:

1. Domestic Students are required to pay all fees according to the payment plan (self-payment, PTPTN, etc).
2. Students who withdraw from a program within two weeks prior to the start date will be entitled to a refund of 50% of the tuition fees paid.
3. Students who withdraw from a program more than two weeks prior to the start date, will be entitled to a full refund of the tuition fees paid.
4. No refund request will be entertained from the course commencement date
5. If a student is on any instalment fee payment plan, no refund will be provided.
6. The effective date for the calculation of any refund is the date mentioned on the offer letter.

10. Payment method and deadline:

- The tuition fees are payable in advance. The fee shall be payable exclusively in Ringgit Malaysia (RM) regardless of whether the student's place of residence is located within the RM currency area. The use of online payment systems shall be necessary. Debit/ credit card payments (Visa or MasterCard) will only be accepted via online payment systems. All and any charges due to fee payments abroad shall be exclusively paid by the student. The payment for the education must have been received by Kings University College before the start of the study program.

- If the tuition fees cannot be paid fully and on time by the student, Kings University College is entitled to charge any applicable fees to the student's invoice and claim them. Regardless of this, Kings University College is entitled to terminate the contract due to extraordinary reasons, if the student is in default with fee payment.

11. Copyright protection:

- All study content and media are protected by copyright. Any use for purposes other than contractually permitted is prohibited and requires the prior written consent of the copyright owner. This applies to making these available via the internet, duplication, and disclosure to third parties. Saving and printing of the study content and media for personal purposes is permitted.

12. Code of behavior and conduct

- I understand and agree that, if in the opinion of Kings University College, I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress, Kings University College has the absolute right to terminate my registration at any time and require me to withdraw from the programme and Kings University College premises.

- I understand that formal disciplinary action may be taken against me for any inappropriate form of behavior or conduct which could lead to exclusion/ termination from the course.

- I understand that I am expected to always conduct myself with integrity in my academic and public activities and must behave in a respectful manner and if I contravene this I could be terminated.

13. Limitation of Liability:

- I understand that in the event of any dispute between me and Kings University College, the liability of Kings University College will be restricted to the value of the course fee paid by me.

14. Data Privacy

- The student declares consent that Kings University College may store, collect, and use the student's data which becomes known during the application process and the contract period. The student also agrees that his/ her data may be forwarded to the authorities in cases regulated by law.

In signing the above terms and conditions, I give full consent for this application form to be submitted/ uploaded on my behalf by an approved representative of Kings University College.

Acceptance of terms and conditions: I understand that I am accepting and agreeing to the Terms and Conditions indicated above. I understand that the Signature of this application by the applicant/ student indicates full acceptance of the terms and conditions of Kings University College. I confirm that to the best of my knowledge, the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions. I confirm that I have read and understood all of the terms and conditions in this document.

Name as per passport/ NRIC :

Signature:

Date: