

F. TERMS AND CONDITIONS

1. Application Procedure

- 1.1 Complete and return the Application Form together with the relevant documents.
- 1.2 Applications will only be processed if it is accompanied by the required non-refundable Registration Fee.
- 1.3 Please ensure that you enclose the following:
 - 1.3.1 Two (2) IC – sized photos
 - 1.3.2 Two (2) photocopy of your I.C. (both sides)
 - 1.3.3 One (1) photocopy of your certified academic certificates and results (STPM/SPM/SM3/Others). **Forecast results (SPM) is acceptable for January Intake.**
- 1.4 If you require help in accommodation, please tick the relevant box.
- 1.5 The Admission Board reserves the right to accept or reject any application at its discretion.

2. 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.

3. Payment of Fees

- 3.1 Fees must be paid in advance. Payment by post must be sent by AR REGISTERED POST. Outstation cheques must include a bank commission of **RM1.00** per cheque (this is subject to change). Cash payment can only be made at the Cashier's Office.
- 3.2 An **active** student is deemed to be enrolled and in good standing if all due fees have been settled before commencement of classes. If he/she has **not** paid the fees after the grace period, he/she will be considered as an **inactive** student.
- 3.3 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 (Special Semester)** is given for any late payment. After the grace period, **RM10.00 per day** will be levied. **All fees are subject to change from time to time at the discretion of the College.**
- 3.4 Any student failing to pay his/her semester/term fee within the required period may be barred from entering the College and from attending classes.
- 3.5 Scholarships – students shall be entitled to the current scholarship scheme provided by the College, provided the student has paid the full registration fee. Upon approval, the student has to pay the Security Deposit, which is non-refundable except after his or her completion of the whole program. The entry criteria and regulations may be changed from time to time at the discretion of the College.
- 3.6 **The Security Deposit is non-refundable at all times except upon graduation.**
- 3.7 Graduation fees shall be duly deducted from the Security Deposit.
- 3.8 All Special Semester Intake students are required to pay in advance the April or August Intake Fees in order to enjoy the zero fees privilege during the Special Semester. Withdrawals after the 1st week of the Special Semester will result in the forfeiture of the April or August Intake Fees.

4. Withdrawal from an Academic Program

- 4.1 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 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.
- 4.2 A student who withdraws from a program of study is eligible for a refund of the tuition fees paid for the semester based on the following conditions:

Normal Semester

<u>Date of withdrawal</u>	<u>Amount of tuition fees refundable</u>
I. <u>Before</u> the commencement date	100%
II. <u>Before the end of the SECOND week</u> from the commencement date	50%
III. <u>After the end of the SECOND week</u> from the commencement date	No refund

Special Semester

<u>Date of Withdrawal</u>	<u>Amount of tuition fees refundable</u>
I. <u>Before</u> the commencement date	100%
II. <u>Before the end of the FIRST Week</u> from the commencement date	50%
III. <u>After the end of the FIRST Week</u> from the commencement date	No refund

5. Transfer to another academic program or intake

5.1 Any transfer must be made officially with the Registry using the prescribed form.

5.2 Each transfer after the commencement date of the program will incur a transfer fee of **RM50.00**.

5.3 A student who transfers to another program of study or intake may be eligible, at the discretion of the College, for a transfer of tuition fees with a payment for any difference, if any.

Normal Semester

<u>Date of Transfer</u>	<u>Amount of tuition fees to be transferred</u>
I. <u>Before the end of the SECOND week</u> from the commencement date	100%
II. <u>After the end of the SECOND week</u> from the commencement date	Non-transferable

Special Semester

<u>Date of Transfer</u>	<u>Amount of tuition fees to be transferred</u>
I. <u>Before the end of the FIRST week</u> from the commencement date	100%
II. <u>After the end of the FIRST week</u> from the commencement date	Non – transferable

6. Deferment / dropping of subject (s)

6.1 Any deferment/dropping of subject (s) must be made officially with the Registry by using the prescribed form with the consent of the Course Leader.

6.2 A student who defers / drops subject (s) is eligible for a transfer of tuition fees paid for the semester or term based on the following conditions:

Normal Semester

<u>Date of dropping/deferment</u>	<u>Amount of tuition fees to be transferred</u>
I. <u>Before the end of the SECOND week</u> from the commencement date	100%
II. <u>After the end of the SECOND week</u> from the commencement date	Non-transferable

Special Semester

<u>Date of dropping/deferment</u>	<u>Amount of tuition fees to be transferred</u>
I. <u>Before the end of the FIRST week</u> from the commencement date	100%
II. <u>After the end of the FIRST week</u> from the commencement date	Non-transferable