# STUDENT APPLICATION FORM



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			follow car				age (i).	Incomp	olete inf	ormatio	on may	delay tl	ne proc	essing	of this a	applicati	on.	
[PICT	URE]	SECTION	ON 1: P	ERSONA	AL DET	AILS												
			u a former	student o	f Kolej As	SA?												
		Yes	S Progra	imme											Intake			
	Given Name/ Fi	No																
Name (as in	Given Name/ Fi	rst Name																$\Box$
NRIC/Passport)																		+
 	Surname/ Fami	ly Name																
NRIC/											ort Expi				-	1		
Passport No.											nm-yyyy iternatio	) onal stud	ents onl	y)				
Date of Birth			-		Natio	onality												
(dd-mm-yyyy) Gender	Male	Femal	le		Mari	tal Sta	tus	Si	ngle		1arried	Γ	Divo	rced		Widow	ed	
Religion			nist   Cl	riction [	□⊔indu		hars (n		pecify)	$\overline{\Box}$		П	_ 		$\overline{\top}$			
"	ing to your religious	_	_	-	_					tion and	d any oth	ner releva	ant auth	norities.]				
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(For Malaysians or		T DACC D	ETALLC	/for int														
	2: STUDEN <sup>*</sup> Malaysia, please spe						tuaer	its on	ily <i>)</i>									
Student	Social Visit	De	pendent	Diplo	matic	□ P	R	MM2	н			Expiry Da	ate		-	_		
If you are currently	y holding a student	pass, please	state the na	me of the in	stitution	you are e	nrolled v	vith:	1 1	(aa-m	m-yyyy)							
	d location of the Ma	alaysian Emba	assy/Consul	ate for Singl	e Entry Vi	sa (if ava	ilable):	П	<b>6</b>									
Note: Application	for a single-entry v	isa should be	made at a N	l lalavsian dii	olomatic r	nission ir	vour ho	me cour	Count ntry. If the	·	Malavs	ian diplo	matic m	nission ir	o vour co	untrv. vo	u mav cl	noose to
apply at one close	est to you.										,				,			
	3: PROGRA intake for adm			JF (1) pro	gramme	hv nla	cing a	tick (/)	in the	annroi	oriate l	hox nro	vided	helow	,.			
Intake		1 1		(1) p. 0	Бганни	z by pic	cing a	cick (/ /	iii tiic	2 P P 1 O 1	oriute i	oox pro	viaca	DC1011	•			
(mm-yyyy) L																		
Certificate P																		
Certific	cate of Business	Managem	nent															
Diploma Pro																		
<del>   </del>	na In Managem na In Accountin																	
	na In Accounting		ogy															
Diplom	na In Managem	ent (Fully C	Online)															
Diploma In Accounting (Fully Online)																		
Degree Programme																		
Bachelor of Business Administration (Major in International Business)  Bachelor of Business Administration (Major in Finance)																		
Sacricio: of business Administration (wayor in rindine)																		
Micro credential  Computer Essentials																		
Computer Essentials Principle of Accounting																		
Introduction to business																		
Business mathematics																		

SECTION 4: CONTACT DETAILS
Student's Correspondence Address
Postcode City State/ Province
Country Contact No.
Home Mobile
Email
Permanent/ Home/ Parent's Address (please provide if different from above)
Postcode City State/ Province
Country
Contact No.
Home Mobile
Parent's/ Guardian's Name
Relationship (e.g., FATHER, MOTHER, UNCLE, AUNT, etc.)
Contact No.
Home
Mobile Mobile
Email
SECTION 5: EMERGENCY CONTACT DETAILS
Name
Relationship (e.g., FATHER, MOTHER, UNCLE, AUNT, etc.)
Contact No.
Home Office
Mobile
Email

# **SECTION 6: ACADEMIC DETAILS** Kindly provide the title of qualification, name of institution and year of completion in the following table: Title of Qualification and Institution of Studies Year of Completion Level **Tertiary Studies** (e.g., Diploma/Degree) Year 12 or equivalent (e.g., STPM/Pre-U) Secondary Studies (e.g., SPM/O-Level) Others (e.g., Doctorate/ Master/IELTS/ TOEFL) Please submit certified true copies of relevant transcripts (including grading scheme) for ALL academic studies. If the qualifications are in languages other than English, please also supply certified translated copies. GENERAL DOCUMENT CHECKLIST (FOR LOCAL STUDENT ONLY)

No.	Documents	
1	Photo- 3 pieces	
2	NRIC- Photocopy	
3	Copy SPM/ DIPLOMA/ DEGREE/ PROFESSIONAL QUALIFICATION	

## **SECTION 7: TERMS AND CONDITIONS FOR ADMISSION**

Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section 8 before proceeding to the next section of this application form

- 1. A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
- 2. Fees payable are shown in the programme fee structure. Please note that Kolej ASA reserves the right to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semesters (except the total tuition fee payable).
- 3. Fees payable are due before the commencement of the semester. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
- 4. Enrolment and Registration fee are NOT refundable.
- 5. The proportion of tuition fee refund, upon official withdrawal, is shown below: (not applicable for ptptn)
  - 75% refund (by the 5th working day from the commencement of semester)
  - 50% refund (by the 6th 8th working day from the commencement of semester)
  - No refund (after the 8th working day from the commencement of semester)
- 6. Fees paid are not transferrable except under the circumstances stated below and provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Head of School or Director of Programme.
  - Transfer due to a call for National Service.
- Transfer due to medical reasons.
- 7. The refundable/transferrable amount of fees or deposits is determined by Paragraphs 5 and 6, and after the deductions made against any fees or payments due and owing to Kolej ASA.
- In the event that a student is expelled/suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- 9. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
- 10. Students admitted based on forecast results are required to submit a certified true copy of the actual results to the Registry on/before the commencement date or within 10 working days from the official release date of the results. Should the actual results not meet the stipulated entry requirement of the programme, students will be automatically withdrawn from the programme and are allowed to enroll into another programme that meets the minimum entry requirements. Late submission of actual results will lead to withdrawal of this offer, and failure to register the students into the programme of study, and no refund of fees will be given after 10 working days from the date of actual results been released.
- 11. If students do not meet the entry requirements of the programme and decides to withdraw with no intention to change to other programmes, Clause 2.6 on "Fees and Deposits Policy" for refund of tuition fees will apply.
- 12. Students are required to declare any special condition in Section 7 of this form and the institution will endeavor to facilitate the necessary needs.
- 13. The college will provide appropriate certificates for all students who have successfully completed an academic programme. Endorsement or acceptance of certificates are subject to third parties' discretion.
- The institution reserves the right to vary programme content as well as the locations and modes of academic delivery in case of force majeure.
- 15. A copy of the Institution's Student Code of Conduct can be accessed at http://kolejasa.edu.my\_Students are expected to read and abide by all rules and regulations of Kolej ASA including policies on the use of campus facilities.
- The Institution reserves the right to review and amend the rules and regulations (including policies) at any time.

SECTION	д. г	ECLARATION								
SECTION	0. L	ECLARATION								
I HEREBY DECLARE THAT THE ABOVE INFORMATION GIVEN IS TRUE AND ACCURATE, IF THERE ARE ANY CHANGES ON THE ABOVE INFORMATION, I WILL										
TAKE THE NECE	TAKE THE NECESSARY ARRANGEMENT TO NOTIFY THE MANAGEMENT OF <b>KOLEJ ASA.</b>									
SIGNATURE			/ ATE	/						
NAME:		-								
PASSPORT NO:										
SECTION	9: F	OR AGENT USE								
<u> </u>		3.1.1.0.1.1.0.1								
AGENT NAME	:									
CONTACT NO	_ :									
SIGNATURE	:									
		500 OF	ICE I	LICE ONLY						
		FOR OFF	ICE (	USE ONLY						
		I for admission		Additional information (only applica	ble to international stude	nts):				
Full Offe		ffer (with the following conditions)		Application Fees:  ☐ Registration Fee of MYR5,000 (non-refundable, non-transferable) *						
		rual result that meet programme entry requirements		☐ Student Pass Processing Fee of MYR2,500 (non-refundable, non- transferable) *						
		riginal academic documents for verification		Supporting Documents						
Other conditions (please specify below)				□ ONE (1) passport photo (White background; size 3.5cm X 4.5cm) * □ ONE (1) copy of passport (full passport including blank pages, on A4 size						
				paper,2 passport pages per side) *						
Signature of a	utho	ised approver		<ul><li>☐ ONE (1) copy of official academic</li><li>☐ Health Declaration Form*</li></ul>	results*					
				If sent by <u>EMAIL</u> , please send in the	followina file formats:					
Name				, , <u> </u>	,					
Date										
			-	DOCUMENTS	MAXIMUM FILE SIZE	FILE FORMAT				
		of conditional offer	.	(SCAN IN COLOUR)	IVIAXIIVIOIVI I ILL SIZL	TILL TORIVIAT				
Condition Offer wi				Photo (white background; size	STUDIO PHOTO	JPG				
Signature of a			1	3.5cm x 4.5cm) * Passport copy*	2000KB	PDF				
		•••		Official academic result	1000KB	PDF				
				Health declaration form	500KB	PDF				
Name			۱   ,	* Application cannot be processed without	the required items.	_				
Date			1	MPORTANT: Please check with Internation		requirements before				
				payment is made.		•				
-										

# APPLICATION PROCEDURE

ollow 5 simple steps to complete your application to KOLEJ ASA
STEP 1: TALK TO OUR PROGRAMME COUNSELLORS
Furnish your academic results and ensure that you meet all the entry requirements of the programme.  Receive a copy of the programme leaflet/brochure and fee structure.  Understand the structure, options and duration of the programme. (Request for subject exemptions, if applicable)
STEP 2: GET READY TO FILL UP THIS APPLICATION FORM
Get ready the following documents/information before you begin with the application form:  Academic Records (e.g., results, transcripts and certificates)  NRIC/Passport  English Language Achievements (if any)  Contacts: correspondence, permanent and emergency
STEP 3: FILL UP THIS APPLICATION FORM
Use a black or blue ballpoint pen to complete this form. Remember to write clearly in CAPITAL letters in the relevant space given. Complete all sections in this application form using the following checklist: Applicant's details Emergency contact Applicant's signature and date Programme details Academic details Parent's/Guardian's signature and date Contact details Special condition details
STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEMS FOR SUBMISSION
<ul> <li>Payment for enrolment fee of MYR700 (non-refundable) *</li> <li>Attach ONE (1) passport-size photograph (White background; size 3.5cm X 4.5cm) *</li> <li>ONE (1) certified true copy of Identity Card (NRIC)*</li> <li>School leaving/completion certificate (if available)</li> <li>Supporting documents for subject exemption (if applicable)</li> <li>Documentary evidence (if financed by scholarship/sponsorship/study loan)</li> </ul>
Certified true copy of English Language qualification (if available):
[ ] IELTS [ ] TOEFL [ ] MUET [ ] Others (please specify)
<ul> <li>Certified true copies of all relevant official academic qualifications/results*:</li> </ul>

[ ] O-Levels

[ ] FIA

### Additional information (only applicable to international students):

• Student Pass Processing Fee of MYR2,500 (non-refundable, non- transferable) \*

[ ] SPM (Actual)

[ ] CIMP

### **Supporting Documents**

- ONE (1) passport photo (White background; size 3.5cm X 4.5cm) \*
- ONE (1) copy of passport (full passport including blank pages, on A4 size paper, 2 passport pages per side)  $^{\ast}$
- ONE (1) copy of official academic results\*

[ ] SPM (Forecast) [ ] AUSMAT

[ ] Diploma [ ] Degree

• Health Declaration Form\*

### If sent by EMAIL:

[ ] UEC

[ ] FIST

DOCUMENTS	MAXIMUM FILE SIZE	FILE FORMAT		
(SCAN IN COLOUR)				
Photo (white background; size	STUDIO PHOTO	JPG		
3.5cm x 4.5cm) *				
Passport copy*	2000KB	PDF		
Official academic result	1000KB	PDF		
Health declaration form	500KB	PDF		

[ ] STPM

[ ] MUFY

[ ] A-Levels

[ ] Certificate

- 1. This application cannot be processed without the required items (as indicated with  $^*$ ).
- 2. Please do not send cash through the post. Kolej ASA will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
- ${\it 3.} \quad \hbox{If you require on-campus accommodation, please complete the Hostel Application Form.}$
- 4. Please refer to the information given on page (ii) for more details about making payments.

# STEP 5: SUBMIT YOUR APPLICATION

Submit the application form and all relevant documents and items to a counsellor at the Admissions Office or International Office