

SECTION 6: ACADEMIC DETAILS

Kindly provide the title of qualification, name of institution and year of completion in the following table:

Level	Title of Qualification and Institution of Studies	Year of Completion
Tertiary Studies (e.g., Diploma/Degree)	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Year 12 or equivalent (e.g., STPM/Pre-U)	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Secondary Studies (e.g., SPM/O-Level)	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Others (e.g., Doctorate/ Master/IELTS/ TOEFL)	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

Important

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 ptpn)
 - 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.
8. 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.
14. 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.
16. The Institution reserves the right to review and amend the rules and regulations (including policies) at any time.

SECTION 8: DECLARATION

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 NECESSARY ARRANGEMENT TO NOTIFY THE MANAGEMENT OF KOLEJ ASA.

...../...../.....
SIGNATURE
NAME:
PASSPORT NO:

...../...../.....
DATE

SECTION 9: FOR AGENT USE

AGENT NAME	:	
CONTACT NO	:	
SIGNATURE	:	

FOR OFFICE USE ONLY

1. Approval for admission

<input type="checkbox"/>	Full Offer
<input type="checkbox"/>	Conditional offer (with the following conditions)
<input type="checkbox"/>	To submit actual result that meet programme entry requirements
<input type="checkbox"/>	To produce original academic documents for verification
<input type="checkbox"/>	Other conditions (please specify below)

Signature of authorised approver

...../...../.....

Name											
Date				-				-			

2. Review of conditional offer

<input type="checkbox"/>	Conditions Fulfilled
<input type="checkbox"/>	Offer withdrawn

Signature of authorised approver

...../...../.....

Name											
Date				-				-			

Additional information (only applicable to international students):

Application Fees:

- Registration Fee of MYR5,000 (non-refundable, non-transferable) *
- Student Pass Processing Fee of MYR2,500 (non-refundable, non-transferable) *

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) *
- ONE (1) copy of official academic results*
- Health Declaration Form*

If sent by EMAIL, please send in the following file formats:

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

* Application cannot be processed without the required items.

IMPORTANT: Please check with International Office for other additional requirements before payment is made.

APPLICATION PROCEDURE

Follow 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

- Payment for enrolment fee of MYR700 (non-refundable) *
- Attach ONE (1) passport-size photograph (White background; size 3.5cm X 4.5cm) *
- ONE (1) certified true copy of Identity Card (NRIC) *
- School leaving/completion certificate (if available)
- Supporting documents for subject exemption (if applicable)
- Documentary evidence (if financed by scholarship/sponsorship/study loan)
- Certified true copy of English Language qualification (if available):
[] IELTS [] TOEFL [] MUET [] Others (please specify)
- Certified true copies of all relevant official academic qualifications/results*:
[] SPM (Forecast) [] SPM (Actual) [] O-Levels [] UEC [] STPM [] A-Levels
[] AUSMAT [] CIMP [] FIA [] FIST [] MUFY [] Certificate
[] Diploma [] Degree

Additional information (only applicable to international students):

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

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Passport copy*	2000KB	PDF
Official academic result	1000KB	PDF
Health declaration form	500KB	PDF

IMPORTANT NOTES

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.
3. 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