

## ADMISSION APPLICATION FORM

PROGRAMME: \_\_\_\_\_

INTAKE YEAR: \_\_\_\_\_ INTAKE MONTH: \_\_\_\_\_

Please complete the application form in BLOCK LETTERS and '✓' where applicable

PART A: PERSONAL DETAILS		
<b>Surname:</b> _____	<b>Official Full Name:</b> _____	
<b>MyKad No.:</b> _____	<b>Passport No.:</b> <i>(foreign students only)</i> _____	
<b>Nationality:</b> _____	<b>Race:</b> _____	<b>Religion:</b> _____
<b>Gender:</b> <input type="checkbox"/> Male / <input type="checkbox"/> Female	<b>Date of Birth:</b> ____ / ____ / ____ <span style="margin-left: 100px;">dd      mm      yyyy</span>	
<b>Correspondence Address:</b> _____ <i>(if different from Home Address)</i> _____ _____	<b>Home Address:</b> _____ _____ _____	
<b>State:</b> _____ <b>Postcode:</b> _____	<b>State:</b> _____ <b>Postcode:</b> _____	
<b>Country:</b> _____	<b>Country:</b> _____	
<b>Contact Details</b>		
Mobile Phone: _____ Home Phone: _____ Email: _____		
<b>Disabilities (OKU)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
If Yes, please specify type of disability: _____		
PART B: PARENT/GUARDIAN DETAILS (The following information is required to enable the college to contact parent/guardian on student's learning progress and in the event of emergency)		
<b>Title:</b> *(Dato' / Datin / Dr / Mr / Mrs / Mdm / Ms)	<b>Name:</b> _____	
<b>Business Address:</b>		
Company Name: _____ Position: _____		
Address: _____		
Telephone No: _____ Mobile No: _____ Email: _____		
PART C: FAMILY DETAILS (The following information is required by the Ministry of Higher Education Malaysia as stipulated under Section 33(c) of the <i>Akta Institut Pengajian Tinggi Swasta 1996</i> )		
<b>Relationship</b> with the abovenamed in Part B:		
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Sibling <input type="checkbox"/> Relative <input type="checkbox"/> Guardian <input type="checkbox"/> Others, please specify: _____		
<b>Nationality</b> of the abovenamed in Part B: <input type="checkbox"/> Malaysian <input type="checkbox"/> Others, please specify: _____		
<b>Household Income:</b> <input type="checkbox"/> below RM3000 /month <input type="checkbox"/> RM3001 – RM5000 /month, <input type="checkbox"/> RM5001 – RM7000 /month		
<input type="checkbox"/> RM7001 – RM10000 /month <input type="checkbox"/> Above RM10001 /month		

**PART D: ACADEMIC RECORDS**

Type of School / Institution (please ✓):

SM  SMK  SMJK  PRIVATE  INTERNATIONAL  OTHERS 

Name of School: \_\_\_\_\_ State &amp; Country: \_\_\_\_\_

Highest Academic Qualification (please ✓):

SPM  STPM  O-LEVEL  A-LEVEL  SACE  UEC 

OTHERS(Please specify): \_\_\_\_\_ Year Completed: \_\_\_\_\_

English Proficiency Level

SPM  IELTS  TOEFL  OTHERS  (Please specify): \_\_\_\_\_

Current Tertiary Studies (if applicable) :

Name of Course: \_\_\_\_\_ Institution: \_\_\_\_\_

**SUBJECT CHOICE** (for Pre-U Studies **only** : SACE / A-LEVEL):

1		4	
2		5	
3		6	

**PART E: DECLARATION BY APPLICANT**

I have read and fully understood the policies and terms and conditions listed in the Terms & Conditions. I hereby confirm to comply with all terms and conditions set out in Appendices I & II of this application form as well as in the Student Handbook and Programme Guide.

I consent to the processing by DISTED, personal data (including sensitive personal data as stated in the Data Protection Act 2010) about me for the purposes related to publicity and/or promotional events, including using of photographs/images or recordings, the publishing of examination results, the award of a prize or scholarship and any other achievement, academic or otherwise.

I certify that the information provided in this application form is correct and complete.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Applicant: \_\_\_\_\_

**PART F: DECLARATION BY PARENT / GUARDIAN**

I have read and fully understood the policies and terms and conditions listed in the Terms & Conditions. I also agree that if I default in paying the fees, DISTED has the right to bar my child / ward from attending classes and examinations, including de-registration.

I consent to the use by DISTED, the personal data (including sensitive personal data as stated in the Data Protection Act 2010) about my child / ward for the purposes related to publicity and/or promotional events, including using of photographs/images or recordings, the publishing of examination results, the award of a prize or scholarship and any other achievement, academic or otherwise.

I hereby apply for his / her admission to DISTED as a full-time student.

Parent's / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**PREPARATORY PROGRAMME**

Pre-U Studies

Diploma

Degree

Camps

Others

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**DISTED COUNSELLOR**

**COUNSELLOR (Name)** \_\_\_\_\_ **Date Counsellor:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**REMARKS:**

**FEE PAYMENT**

Application & Registration Fee	RM	Lab / Practical Fee	RM
Caution Money	RM	Insurance	RM
Resource Fee	RM	International Student Fee	RM
Tuition Fee	RM	Preparatory Programme Fee	RM
Other Fee	RM	<b>TOTAL FEES</b>	<b>RM</b>

**REMARKS:**

**CASHIER (Name):** \_\_\_\_\_ **Date of Payment:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signature :** \_\_\_\_\_

**FOR APPOINTED AGENT'S USE ONLY**

**COUNSELLOR (Name):** \_\_\_\_\_ **Date Counsellor:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**REMARKS:**

Agent's Stamp & Signature

**APPENDIX I: Terms and Conditions of Admission**

1. DISTED College reserves the right to accept or reject any applications for admission.
2. DISTED College will operate in accordance with the stipulations and requirements of the Regulatory Bodies of the country. Other than the delivery of programmes as an obligation to a student by the acceptance of enrolment, in no event will the College be liable for any damages, including direct or indirect, special, incidental or consequential damages, expenses or loss arising in connection with the enrolled programme; or the inability to use by any party or in connection with any failure of performance, error, defect, interruption in the operation of the programme; or arising from or in connection with any fraud or dishonest conduct of any third party, even if the College has been advised of the possibility of such damages, losses or expenses.
3. Students are allowed to register with DISTED using their forecast results. However, they are only allowed to commence their programme upon the release of their actual results and meeting the entry requirements as stipulated by DISTED. Students who fail to do so are required to withdraw from the programme. In the event of a withdrawal, DISTED College's refund policy applies. (Refer to Appendix II, section 7.0)
4. Upon acceptance of the offer of a place and the payment of fees, a binding contract is created whereby the student shall:
  - 4.1. Remain at DISTED College for the duration of the programme, and
  - 4.2. Abide by the rules and regulations of DISTED College that are in force at any time.
  - 4.3. Abide by the rules and regulations of the Ministry of Education that are in force at any time.
5. There may be rare occasions when a student has to leave prematurely. In such cases, DISTED College has the sole discretion to approve the withdrawal of the student and any refund of tuition fees. Notification in writing with valid reasons must be given to the College before such withdrawals can be considered.
6. DISTED College reserves the right to dismiss a student if his/her conduct is such that his/her continued presence would be detrimental to the running of the programme and/or the good name of the College. In such an instance, any fee refund is wholly at the discretion of the College.
7. Students will automatically be de-enrolled when fees are not paid **within 10 working days** of a semester commencement. Students will only be re-enrolled based on successful appeal, with all fees, including a re-instatement fee of RM200.00, are settled by the 5<sup>th</sup> week of the semester.
8. Students can only add or drop any courses of their enrolled programme within 10 working days upon commencement of the semester.
9. Students may apply to defer their studies for at most one semester. Students who fail to re-enrol after the deferment will be suspended for another semester. Failure to re-enrol after the suspension will result in termination from the programme.
10. An administrative fee of RM200.00 will be charged for any inter core programme transfer after the 20<sup>th</sup> day of commencement of the semester.
11. Eligibility to sit for the examination depends on the following:
  - 11.1. All students are expected to achieve at least 80% of attendance.
  - 11.2. If students are barred from examination due to non-fulfillment of class attendance as stipulated as 11.1 above, a FAIL grade will be awarded.
  - 11.3. Satisfactory performance in assignments and other stipulated coursework.
  - 11.4. Full payment of tuition and other related fees.
  - 11.5. Registration for any external examinations and all submission of payment due are the sole responsibility of students.
12. If students do not attempt the examination without valid reasons, a FAIL grade will be awarded.
13. There may be occasions when a student may wish to participate in sports and extramural activities offered at DISTED College. DISTED College, its staff and any other persons authorised by the College shall not be liable or responsible for any damage to property, personal injury or loss of personal belongings whatsoever caused, sustained or suffered by the student in such activities.
14. **INTERNATIONAL STUDENTS'** confirmation of enrolment to DISTED College will be subject to the students fulfilling the terms and conditions imposed by the Immigration Department of Malaysia and the Ministry of Education of Malaysia.
  - 14.1. All International students are responsible for all visa application charges.
  - 14.2. All International students are required to pay the following fees upon registration:
    - Application & Registration fee (non-refundable)  
RM 600.00
    - International Student fee RM2000.00
    - Tuition fee one semester
  - 14.3. In the event that the student pass is not granted, DISTED College will refund the tuition fee and RM1500.00 International Student fee to the student. However, if the student pass is granted but the student defaults by not commencing the course, then the above payment will not be refunded to the student.
  - 14.4. It is also compulsory for all international students to take up a **health insurance coverage** arranged by DISTED College.
  - 14.5. It is the responsibility of the International students to comply totally with the stipulations and requirements of the Malaysian Immigration Department and the Ministry of Education.
  - 14.6. Student Visa may be revoked when students are in violation of these requirements.

**APPENDIX II: Fee Regulations**

**1. APPLICATION & REGISTRATION FEE**

- 1.1. The application and registration fee are payable at the time of registration, **non-refundable and non-transferable** to any other persons.
- 1.2. Students who continue to enrol for another programme subsequent to the first application and registration will be exempted from paying the registration fee.
- 1.3. Students who enrol in a programme two years after leaving the College will be liable to pay the full application and registration fee.

**2. CAUTION MONEY**

- 2.1. The caution money must be paid by all new students together with the first semester's tuition fees at the commencement date of the programme.
- 2.2. Deductions will not be made from the caution money for breakages/damage to apparatus/equipment, loss of library books and textbooks on loan scheme and /or outstanding dues while the students are still enrolled in the programme. Students have to make good any breakages and loss of College property directly.
- 2.3. The caution money will only be refunded (less liability, if any) after the student has completed / withdrawn from his/her studies at the College. Students are liable for additional costs for damages that exceed the caution money deposit. Application for refund of caution money must be made **within six months** after the student has left the College by completing the withdrawal form.
- 2.4. The caution money that has not been claimed within one year after completion/withdrawal from the programme shall be converted into DISTED Student Scholarship Fund.

**3. RESOURCE FEE**

- 3.1. The resource fee covers usage of DISTED College's facilities, including the library, material and General Computer Labs, Internet and all other related facilities.

**4. LABORATORY FEE**

- 4.1. The laboratory fee covers usage of the computer/science/engineering laboratories as well as related facilities. This fee is payable at the commencement of each semester together with the tuition fees.

**5. TUITION FEES**

- 5.1. All fees are subject to change without prior notice. Any change in fees will normally take effect in January.
- 5.2. Tuition fees must be paid within 5 working days of the official commencement date of the semester. A surcharge of 5% on tuition fee plus RM5.00 per day will be imposed from the 6<sup>th</sup> working day after the official commencement date of the semester for students who fail to make payments.

- 5.3. Students whose semester's tuition fees are in **arrears** are liable to be **suspended** from the semester, barred from sitting for examinations and are not entitled to students' privileges until such arrears are fully paid.
- 5.4. A re-instatement fee will be imposed on students who wish/qualify to revert to their enrolled status in the following semester.

**6. PAYMENT**

- 6.1. Payment by cheque, bankdraft or money order should be made payable to:

**DISTED PULAU PINANG SDN BHD**

- 6.2. Payment by fund transfer:

**CIMB Bank account no. 800 395 6322 or RHB Bank account no. 25708 7000 00378**  
*(Submit of fax Bank-in slip to DISTED at 04-2266403, please include student's name and IC/Passport number)*

- 6.3. Malaysian students may pay the tuition fees by instalments. 50% of the tuition fees is payable within 5 working days of the official commencement date of the semester. The remaining 50% of the tuition fee with a 3% surcharge will be spread over the subsequent 2 months in a long semester or the subsequent 1 month in a short semester.

**7. FEE REFUND POLICY**

**7.1. Programme withdrawal**

Tuition Fees Refund

- i) 1 to 10 working days 90%
- ii) 11 to 20 working days 50%
- iii) After 20 working days No Refund

\*For deferment, the tuition fee will be carried forward to the following semester.

**I / We hereby acknowledge that we have read and understood the terms and conditions of Admissions as listed in Appendices I & II.**

**I / We have also retained a copy of the said Appendices for my / our reference**

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<i>Signature (Student)</i>	<i>Signature (Parent)</i>
Name:	Name:
Date:	Date: