

ADMISSION APPLICATION FORM

Programme: _____ Intake/Year: _____

Student ID (for Office use only): _____ Duration: _____

Please complete the application form in BLOCK LETTERS and '✓' where applicable. * is mandatory

* PART A: PERSONAL DETAILS		
*Surname:	*Full Name: <i>(as per in MyKad)</i>	
*MyKad No.:	Passport No.: <i>(foreign students only)</i>	
Nationality:	*Race:	*Religion:
*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	*Date of Birth: <i>(dd/mm/yyyy)</i>	*Age: <i>(as at enrolment year)</i>

***Correspondences Status and Contact:**

(NO/Block/ Building Name) _____

(Road Name and Details) _____

Postcode: _____ State: _____ Country: _____ Place of Birth: _____

Contact Number: _____ Email: _____

*Disabilities (OKU) ☐ No ☐ Yes, please specify type of disability: _____

*Vaccination Status: ☐ Fully vaccinated ☐ Not vaccinated, please specify the reason: _____

* PART B: EMERGENCY CONTACT DETAILS () <i>(The following information is required by the Ministry of Higher Education Malaysia as stipulated under Section 33(c) of the Akta Institut Pengajian Tinggi Swasta 1996) (please ✓ where necessary)</i>	
*Title: <input type="checkbox"/> Dato/Datin <input type="checkbox"/> Mr. / Mdm / Ms <input type="checkbox"/> Others: _____ *Full Name:	*MyKad Number / Passport No (parent / legal guardian):

(Contact Number is mandatory, Email is encouraged) The following information is required to enable the college to contact parent / legal guardian on student's learning progress and in the event of emergency

*Contact Number: _____ Email: _____

*Relationship with the Student: (please ✓ where necessary)

☐ Father
 ☐ Mother
 ☐ Sibling
 ☐ Relative
 ☐ Legal Guardian
 ☐ Others (please specify) _____

*Designation: _____ Nationality: *(Other than Malaysian please specify)* _____

*Household Income (for B40/M40/T20 purpose):

☐ below RM4,850 /month
 ☐ RM4,850 – RM10,959 /month
 ☐ above RM10,960 /month

PART C: FAMILY DETAILS (optional)
Office/Business Address (if any): Company Name: _____ Location (State and Country): _____

PART D: ACADEMIC RECORDS <i>(all fields are mandatory)</i>			
Type of School / Institution (please ✓): SM <input type="checkbox"/> SMK <input type="checkbox"/> SMJK <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> Others <input type="checkbox"/> Name of School: _____ State: _____ Country: _____			
Highest Academic Qualification (please ✓): SPM <input type="checkbox"/> STPM <input type="checkbox"/> O-LEVEL <input type="checkbox"/> A-LEVEL <input type="checkbox"/> SACE <input type="checkbox"/> UEC <input type="checkbox"/> Others (Please specify): _____ Year Completed: _____			
English Proficiency Level (please ✓): SPM <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Others <input type="checkbox"/> (Please specify): _____			
Other Qualification (circle where necessary): N/A Certificate Diploma Foundation Others: _____ Name of Programme: _____ Institution: _____			
Subject Choice <i>(for South Australian Certificate of Education SACE or Cambridge A-LEVEL programmes only)</i>			
1		4	
2		5	
3		6	
*PART E: DECLARATION BY APPLICANT			
<p>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.</p> <p>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.</p> <p>I certify that the information provided in this application form is correct and complete.</p> <p>Name of Applicant: _____ Date: _____</p> <p>Signature of Applicant: _____</p>			
*PART F: DECLARATION BY PARENT / LEGAL GUARDIAN			
<p>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.</p> <p>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.</p> <p>I hereby apply for his / her admission to DISTED as a full-time student.</p> <p>Name of parent / legal guardian: _____ Date: _____</p> <p>Signature of parent / legal guardian: _____</p>			

FOR OFFICE USE ONLY	
ENROLLED PROGRAMME (Tick where necessary and circle where applicable)	
<input type="checkbox"/> Pre-University (CAL/SACE/FIA/FIS) <input type="checkbox"/> Diploma in _____ <input type="checkbox"/> Degree	<input type="checkbox"/> Camps <input type="checkbox"/> Others (please specify) _____

DISTED COUNSELLOR DETAILS	
Counselled by: _____	Approved by: _____
Name: _____	Name: _____
Date: _____	Date: _____
Remarks: - (if any please state/specify)	

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	Total Fees	RM

Cashier (Signature): _____	Name: _____
Date of Payment: _____ Receipt No: _____	
Remarks:	

FOR APPOINTED AGENT'S USE ONLY (LOOSE FORM NOT ACCEPTABLE)	
Counselled by: AGENCY DETAILS	Approved by: DISTED MARKETING
Name: _____	Name: _____
Date: _____	Date: _____
Agent's stamp & signature:	Remarks:

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 fee, 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 payment or refund of tuition fee. 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 payment or refund is wholly at the discretion of the College.
7. DISTED College reserves the right to terminate a student's enrolment in a programme of study within five (5) working days after the commencement date in event of insufficient enrolment.
8. Students will automatically be de-enrolled when fee are not paid within twenty-one (21) calendar 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 5th week of the semester.
9. Students can only add or drop any courses of their enrolled programme (subject to the approval from respective school) within seven (7) calendar days upon commencement of a short semester, and fourteen (14) calendar days upon commencement of a long semester.
10. Students may apply to defer their studies for at most one (1) 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 automatic withdrawal from the programme as inactive withdrawal.
11. An administrative fee of RM200.00 will be charged for any inter core programme transfer after the 4th week of commencement of the semester.
12. Eligibility to sit for the examination depends on the following:
 - 12.1. All students are expected to achieve at least 80% of attendance.
 - 12.2. If students are barred from examination due to non-fulfillment of class attendance as stipulated as 12.1 above, a "Fail" grade will be awarded.
 - 12.3. Satisfactory performance in assignments and other stipulated coursework.
 - 12.4. Full payment of tuition and other related fees.
 - 12.5. Registration for any external examinations and all submission of payment due are the sole responsibility of students.
13. If students do not attempt the examination without valid reasons, a "Fail" grade will be awarded.
14. 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.
15. 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.
 - 15.1. All International students are responsible for all visa application charges.
 - 15.2. Upon registration, all International students are required to pay the Application & Registration fee (non-refundable), International Student fee and Tuition fee one (1) semester.
 - 15.3. In the event that the student pass is not granted, DISTED College will refund the tuition fee and RM1,500.00 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.
 - 15.4. It is compulsory for all international students to take up a health insurance coverage arranged by DISTED College.
 - 15.5. 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.
 - 15.6. 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 (2) 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 fee 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 (6) 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 (1) year after completion / withdrawal from the programme shall be converted into future 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 / PRACTICAL 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 fee.

5. TUITION FEE

- 5.1. All fees are subject to change without prior notice. Any change in fee will normally take effect in January.
- 5.2. Tuition fee as determine by the College must be paid before the commencement of a semester.
- 5.3. Students whose semester's tuition fee are in arrears are liable to be suspended from the semester, barred from registering and sitting for examinations; and are not entitled to students' privileges until such arrears are fully paid. A re-instatement fee will be imposed on students who wish / qualify to revert to their enrolled status in the following semester.
- 5.4. Failure to settle outstanding tuition fees will result in a late penalty of 5% on tuition fees plus RM5.00 per day being imposed on any outstanding balance. Student with outstanding debt shall not be permitted to graduate.

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
(Please include student's name and IC/Passport number email to finance_department@disted.edu.my)
- 6.3. Malaysian students may apply to pay the tuition fee by instalments. 25% of the tuition fee is payable before the official commencement date of the semester. The second installment 25% of the tuition fee to be paid in the following month, and the last installment 50% of the tuition fee to be paid in the following second month.

7. FEE REFUND POLICY

7.1. Programme withdrawal

Tuition Fee Refund

- i) 1 to 14 calendar days 90%
- ii) 15 to 28 calendar days 50%
- iii) After 28 calendar days No Refund

*For deferment, the tuition fee will be carried forward to the following semester provided the deferment is within add/drop period.

I / We hereby acknowledge that I / 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.

.....
Signature (Student)

Date:

DISTED-AD-F-02
Revision No: 08
Effective Date: 05/12/2024

.....
Signature (Parent)

Date: