SPECTRUM INTERNATIONAL COLLEGE OF TECHNOLOGY

(MANAGED BY SPECTRUM HOLDING SDN BHD)
LOT 2F-26A, THE MAIN PLACE MALL, LEVEL 2, JALAN USJ 21/10, PERSIARAN KEWAJIPAN
47630 SUBANG JAYA, SELANGOR DARUL EHSAN, MALAYSIA
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ENROLLMENT FORM

TERMS AND CONDITIONS FOR ADMISSION INTO SPECTRUM INTERNATIONAL COLLEGE OF TECHNOLOGY, SICT

Students are advised to read the policies and the terms and conditions governing the admission to Spectrum International College of Technology ("SICT") and the student's continued enrolment as student of SICT, as set out below

1. ADMISSION POLICY

Admission to Spectrum International College of Technology (henceforth known as the College) is based on all an overall assessment of the individual's potential. The College reserves the right to reject an application and to review a student's progress periodically. The College may, at its discretion, deregister a student's registration for lack of academic progress, failure to pay fees or failure to abide by the Rules and Regulations precribed in the Student Handbook (uploaded in SPECTRUM2U).

2. FEES

ALL fees are as set out in the Offer Letter provided to Student.
PTPTN Amount approval is subject to the parents/guardian of the said student having received Bantuan Sara Hidup (BSH) from the Government. A total of RM800.00 is deducted from the PTPTN approved amount and credited into the Student's Bank Islam Account. If the tuition fee is exceeds the amount received by PTPTN after the deduction of RM800.00, the student is required to pay the balance tuition fee before completion of the course.

Failure to pay for Accommodation Maintenance Fee will result in student being terminated from the Accommodation.

Failure to pay fees on time may result the student being barred from classes, examination and or facilities as SICT deemed fit. SICT reserves the right to withhold the releases if all examination results, certificates and records of the students until full settlement of fees are made.

Fees are strictly **NON REFUNDABLE** and **NON TRANSFERABLE** to any persons under any circumstances.

For avoidance of doubts, SICT reserves the right to review and revise fee annually.

3. LATE PAYMENT FEE

A late payment interest of one point five percent (1.5%) per month will be charged on daily rests after the due date.

4. TUITION FEE PAYMENT UPON WITHDRAWAL

The proportion tuition will be charged, upon student official withdrawal received by SICT as below:

a) 25% of the total programme fee to be charged for withdrawal within 3 days from the day of issuance Offer Letter.
b) 50% of the total programme fee to be charged for withdrawal on the 4th – 14th day from the day of issuance of Offer Letter.
c) 100% of the total programme fee to be charged for withdrawal after 14 days from the day of Issuance Offer Letter.

5. REFUND

All refund including deposits shall be free of interest and SICT reserves the right to set-off the refundable amount against any outstanding fees or whatsoever payments due to owing to SICT.

6. RETAKE FEE

The retaking fees will be invoinced based on the total programme fee (excluding scholarship) ÷ Total Number of Credit Hour for Programme X No. of Credit Hours for the module for the module for the student who has failed module(s). The retaking fee will be paid two (2) weeks before the commencement of the term, commencing on 1st day of the semester in which the module will be offered.

7. RESIT FEE

Resit fee for each subject id RM100.00 per subject.

8. WITHDRAWAL

For withdrawals, student will be required to complete the "Withdrawal Form" and submit an official letter to the Registration Department.

9. DEFERMENT

Students are not allowed to defer studies once the term has commenced. Students who wish to defer their term of studies will complete the "Deferment Form" at least 30 days before commencement of the new term. The decision to grant the student deferment will be considered on a case to case basis and at the sole discretion of the Registrar.

To rejoin the College, the student has to inform the College in writing 30 days before the term begins. Students who wish to re-enroll after deferment will have to pay an Administration Fee and the Course Fees in effect at the time of their re-enrollment. This administrative Fee is non-refundable and non-transferable.

10. APPEALS

Student may only appeal to the College for your final results to be reviewed under genuine circumstances where factors beyond your control have affected your academic performance. Appeals that involve re-marking will incur an administrative fee of RM300.00. Student should consult the relevant Programme Coordinator of the Exam Unit regarding all appeals.

Applicant's Initial	Parent/Guardian Initial

11. EXAMINATIONS AND EVALUATIONS

To graduate with SICT, students will be required to successfully complete various course work, examinations, projects, industrial attachment programme, and other forms of evaluation prescribed in the various programme offered by the College. Various conditions apply to the eligibility for examinations. Student will only be admitted to examination provided that the student has (1) met all current financial obligations and (2) fulfilled the requirements if the course leading to the examinations. Examinations are administered at scheduled times and students must attend examinations. Students failing to attend examinations may be liable for a separate Examination Fee to have an equivalent examination set, administered and marked. Student assignments, projects and other related work mat be retained by the College or project sponsors for a periof of up to 5 years after completion of study for marketing and promotional purposes.

ACKNOWLEDGEMENT AND AGREEMENT

Student and Parent/Guardian acknowledge that prior to signing this form, Student and Parent/Guardian have obtained independent legal advice and satisfied themselves that they understand the nature and extent the rights and obligations under this Terms and Conditions Governing Enrolment and Admission including the refund policies and consequences if Student and Parent/Guardian do not comply with the terms and conditions of the Contract.

I have read and I fully understand the policies, terms and conditions governing enrolment, admission, refund of fees and the nature and effects there of listed in this form. I hereby expressly confirm my agreement thereto.

I further undertake to perform all such obligations and/or comply with all terms and conditions sets out in this form on my part to be performed or complied with, particularly but not limited to payment of all monies payable. I agree that any offer of placement is conditional on the accuracy if the information provided by me and upon my meeting the minimum pre-requisite results to enter such programme.

I consent to the processing by the College of **personal data** (including sensitive personal data as defined in the Personal Data Protection Act 2010) about me for the proper purposes of these institutions within SICT in support of this application on the understanding that it may be used for all purposes as listed in the Student Handbook and the policies and procedures governing privacy laws within SICT.

I further confirm and consent to the use by SICT, without charge, my personal information in any publicity and / or promotional exercise within SICT including without limitation photographs/ images or recordings, the publishing of examination results, the award of prize or scholarship, any achievement, academic and otherwise. I hereby authorize to release such relevant information to the SICT's Alumni Association, Career Enhancement department and any external bodies as required.

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

Signature of Applicant : _____ **Date :** _____

Name of Applicant : _____

NRIC/ Passport No: _____

DECLARATION BY PARENT/GUARDIAN

I hereby agree to pay all fees due on the dates stipulated by the College. I also understand and agree that if I default in paying the fees, the College has the rights to bar my child/ward from attending classes, including termination. I have also read and understood that Terms and Conditions of Admission and agree to the terms as laid out. I further consent to the use by SICT's, without charge, my child/ward(s) personal information (including photographs/ images or recordings of the student) in any publicity and / or promotional exercise within SICT. I hereby apply for his/her admission to SICT's College as a full-time student and I undertake to pay the full cost of this programme until complete.

Signature of Parent/Guardian : _____ **Date :** _____

Name of Parent/Guardian: _____

NRIC/ Passport No: _____