APPLICATION FORM

SPECTRUM International University College

Picture

Intake :
Month :
Year :
Edu Counselor :

PLEASE TICK (/) THE COURSE YOU WISH TO APPLY FOR

Please tick (/) the course you wish to apply for

- Foundation in Arts
- Diploma in Management
- Diploma in Management (ODL)
- Diploma in Hotel Management
- Diploma in Electrical & Electronics Technology
- Diploma in Renewable Energy Management
- Bachelor of Business Administration (Hons)
- Bachelor of Business Administration (Hons) (ODL)
- Bachelor in Business (Technology Management) (Hons) (ODL)
- Bachelor of Electrical and Electronic Technology (Hons) (ODL)
- Master of Management
- Master of Business Administration (ODL)
- Master in Educational Technology (ODL)
- Doctor of Philosophy in Management
- Doctor of Business Administration

ACCOMMODATION INFORMATION

MARK (/) FOR BOOKING OF ACCOMMODATION : ( ) YES ( ) NO

***Please note that the booking of accommodation should be made 14 working days prior to your check in**

Check in Date :
Check in Time :

FOR HOSTEL OFFICE USE ONLY

Hostel Officer Name :
Date Received of Booking :

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PERSONAL INFORMATION

Full Name :

MYKAD / Passport No :

Date Of Birth : D D M M Y Y

Full Address :

State : Postal Code : Country :

DUN : Parliament :

Status : Single Married Divorce Others

Nationality : Postcode :

Religion : City / Country :

E-Mail :

Mobile Tel No : Home Tel No :

EMERGENCY CONTACT

Name : Relationship :

Mobile Tel No : Office / Home Tel No :

Email Address :

PARENT/GUARDIAN INFORMATION

Name :

Mobile Tel No : Monthly Household Income :

Full Address :

State : Postal Code : Country :

Email Address :

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EDUCATION BACKGROUND

QUALIFICATION	EDUCATION INSTITUTION	YEAR OF COMPLETION	RESULTS / GRADE

CHECKLIST OF DOCUMENTS SUBMITTED DURING APPLICATION

- **Photocopy of MYKAD (Students AND Parents / Guardian)**
- **Passport - Size Photograph (Blue Background)**
- **Certified True Copy of Academic Certificate & Transcripts**
  (SPM/SVM/STPM/Foundation/DKM/Diploma/Bachelor/Master/Others)
- **Enrolment Form**
- **Resume / Curriculum Vitae (CV)**
  (For students intending to apply for APEL C)
- **Instalment Plan Form**
  (*If tuition fee paid via instalment*)

FOR PTPTN APPLICATION ONLY

- **Photocopy of SSPN Account Opening Slip / SSPN Account Number**
- **BSN PTPTN PIN No**
- **Photocopy of Bank Islam Saving Account Slip**

FEE PAYMENT METHODS

PAYMENT METHODS	AMOUNT (RM)	NOTE
PTPTN		
EPF Account 2 withdrawal		
Instalment Plan		
Other Financing (Please State)		

DECLARATIONS

I declare that information given in this form is true. I understand that my admission can be rejected if I have submitted false and incomplete information. I have read and sign the Enrolment form along with this Application Form.

DATE		SIGNATURE	

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Students are advised to read the policies and the terms and conditions governing the admission to Spectrum the student's continued enrolment as student of SIUC as set out below.

1) ADMISSION POLICY

- Admission to Spectrum International University College (henceforth referred to as 'the Institution') is based on an overall assessment of each applicant's qualifications and suitability. The Institution reserves the right to reject any application and to periodically review a student's academic progress. The Institution may, at its discretion, deregister a student for lack of academic progress, failure to pay fees, or failure to comply with the Rules and Regulations stated in the Student Handbook (uploaded in SPECTRUM2U).

2) APEL-A.

- The APEL-A Fee varies for different levels of courses.

3) APEL-C

- APEL-C is a credit transfer system that allows individuals to gain credit exemption from their prior experiential learning.
- The Accreditation of Prior Experiential Learning (APEL) process is managed by the Centre of Continuous Development (CCD) to evaluate and award credits for prior experiential learning.
- Although the programme duration is shortened, students are required to pay the full tuition fee, which includes the APEL-C fees for all programmes.

4) FEES

All Fees are as set out in the Offer Letter provided to students.

- PTPTN amount approval is subject to parents/guardian of the said student having received assistance from the government. A total of RM100.00 is deducted from the PTPTN approved amount each semester and credited into student's Bank Islam Account. If the tuition fee exceeds the amount received by PTPTN after deduction of RM100.00 each semester, the student is required to pay the balance tuition fee on a semesterly basis.
- Failure to pay fees on time may result in the student being barred from classes, examinations, and our facilities as the Institution deemed fit. The Institution reserves the right to withhold the releases of 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 person under any circumstances for avoidance of doubts the Institution reserves the right to review and revise fees annually.

Student Sign

Parent/Guardian Sign

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5) 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 mentioned in the instalment form.

6) TUITION FEE PAYMENT UPON WITHDRAWAL
The proportion tuition fee will be charged upon student official withdrawal received by the Institution pro-rated based on the credit hour taken.

7) REFUND
All refunds including deposits shall be free of interest and the Institution reserves the right to set off the refundable amount against any outstanding fees or whatsoever payments due and owing to the Institution. No refund application is allowed and entertained upon commencement of semester. A student is only allowed to request for refund provided he/she have not started the semester.

8) REPEAT FEE

9) RE-SIT FEE
Re-sit Fee for each subject is at RM 100.00 per subject.

$$\text{No of Credit Hours for the module(s)} \times \frac{\text{Programme Fee (excluding scholarships)}}{\text{Total Number of Credit Hour for Program}}$$

10) WITHDRAWAL
For any withdrawals, students must complete the Withdrawal Form and submit an official letter to the Registration Department. They are also required to attend a counselling session with the counsellor. Any outstanding tuition fees must be settled, and failure to do so may result in legal action.

11) DEFERMENT
Students are not allowed to defer studies once the semester has commenced. Students who wish to defer their semester of studies must complete the "Deferment Form" within the first 3 weeks after the semester commences. The decision to grant the student deferment will be considered on a case-by-case basis and at the sole discretion of the respective faculty.
To rejoin the Institution, the student must inform the Institution in writing 30 days before the semester begins. A student is only allowed a deferment of a maximum duration of 2 consecutive semesters, after which the student will be terminated.

12) APPEALS
Students may only appeal to the Institution for the results to be reviewed under genuine circumstances where factors beyond control have affected the academic performance.

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Appeals that involve re-marking will incur an administrative fee of RM300.00. You should consult the relevant Programme Leaders or the Exam Unit regarding all appeals.

13) EXAMINATIONS AND EVALUATIONS

To graduate from the Institution, students will be required to successfully complete various course work, examinations, projects, Industrial attachment program and other forms of evaluation prescribed in the various programmes offered by the Institution.

Various conditions apply to the eligibility for examination. Students will only be admitted to the examination provided that the student has (1) met all current financial obligations and (2) fulfilled the requirements of the course leading to the examinations.

Examinations are administered at scheduled times and students must attend all 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 may be retained by the Institution of project sponsors for a period of up to 5 years after completion of study for marketing and promotional purposes.

14) COMPLIMENTARY BENEFITS

Complimentary benefits provided by the institution for the Pre-U and Undergraduate programmes (Conventional Full-Time) are as follows:

Free Accommodation

- Free accommodation for a period of 24 or 36 months, depending on the programme duration. Accommodation is not provided during internship.

Free Tablet

Terms & Conditions as follows :

- Maintain a minimum CGPA of 2.5 or above.
- Eligibility applies only if the student receives full PTPTN approval.
- At least 50% of the tuition fee must be paid.
- In the event that a student withdraws from the programme, they are required to return the tablet to the institution.

Free foundation programmes

- Students are required to pursue a Bachelor's programme at SIUC.

14) ACKNOWLEDGEMENT AND AGREEMENT

Student and Parent/Guardian acknowledge that include signing this form, Student and Parent/Guardian have obtained independent legal advice and satisfied themselves that they understand the nature and extent of 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 this Contract.

Student Sign

Parent/Guardian Sign

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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 set 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 of the information provided by me and upon my meeting the minimum pre-requisite results to enter such a programme.

I understand that **if i FAIL to full fill entry requirements to the programme, the conditional offer letter will be void and all fees paid will not be refunded or transferred**.

I consent to the processing by the Institution 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 SIUC 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 SIUC.

I further confirm and consent to the use by SIUC, without charge, my personal information in any publicity and / or promotional exercise within SIUC including without limitation photographs/ images or recordings, the publishing of examination results, the award of a prize or scholarship, any achievement, academic or otherwise.

I hereby authorize the release of such relevant information to the SIUC's Alumni Association, Career Enhancement department and any external bodies as required.

Signature of Student		MYKAD / Passport No	
Name of Student		Date	

15) DECLARATION BY PARENT/GUARDIAN

I hereby agree to pay all fees due on the dates stipulated by the Institution. I also understand and agree that if I default in paying the fees, the Institution has the right to bar my child/ward from attending classes, including termination.

I have also read and understood the Terms and Conditions of Admission and agree to the terms as laid out. I further consent to the use by SIUC's, without charge, of my child/ward(s) personal information (including photographs or images or recordings of the student) in any publicity and / or promotional exercise within SIUC.

I hereby apply for his/her admission to SIUC, and I undertake to pay the full cost of this program until it is complete

Parent/Guardian Name			
MYKAD / Passport No		Parent/Guardian Sign	
		Date	

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