



SEGi COLLEGE

Sarawak

KUCHING MAIN CAMPUS

211, Jalan Bukit Mata Kuching, 93100, Kuching, Sarawak, Malaysia. Tel: 082-252566 Fax: 082-231355 Email: info@segi.edu.my

FACULTY OF NURSING AND ALLIED HEALTH

Lot 17, Block B, King's Centre, Jalan Tun Jugah, 93300, Kuching, Sarawak, Malaysia. Tel: 082-578878 Fax: 082-453578 Email: info@segi.edu.my

APPLICATION FORM

Please use **BLOCK LETTERS** to complete this form and tick (✓) the programme you wish to enroll for.

Student Particulars			
Please affix a passport – size photograph	Name of Applicant (as per MYKAD/Passport)		
	Name in Chinese (if any)		
	MYKAD/Passport No. (old and new)		Passport Expiry Date (dd/mm/yy)
	Date of Birth (dd/mm/yy)	Place of Birth	Race
	Religion	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married

<p>Faculty of POST GRADUATE STUDIES</p> <p><input type="checkbox"/> USQ Master of Business Administration (MBA)</p> <p>Faculty of AMERICAN DEGREE PROGRAMME</p> <p><input type="checkbox"/> UIU Bachelor of Science 4+0 (Management)</p> <p><input type="checkbox"/> UIU Bachelor of Science 4+0 (Psychology)</p> <p><input type="checkbox"/> UIU Bachelor of Science 4+0 (Marketing)</p> <p><input type="checkbox"/> UIU Bachelor of Science 4+0 (Communications)</p> <p><input type="checkbox"/> UIU Bachelor of Science 4+0 (Finance)</p> <p>Faculty of BUSINESS AND IT</p> <p><input type="checkbox"/> USQ Bachelor of Business 3+0 (Marketing)</p> <p><input type="checkbox"/> USQ Bachelor of Business 3+0 (Administrative Management)</p> <p><input type="checkbox"/> USQ Bachelor of Business 3+0 (Human Resource Management)</p> <p><input type="checkbox"/> USQ Bachelor of Business:</p> <p><input type="checkbox"/> UOS BA (Hons) Business & Management 3+0</p> <p><input type="checkbox"/> UOS BSc (Hons) Applied Business Computing 3+0</p> <p><input type="checkbox"/> UOS:</p> <p><input type="checkbox"/> Diploma in Business Management</p> <p><input type="checkbox"/> Diploma in Marketing</p> <p><input type="checkbox"/> Diploma in Human Resource Management</p> <p><input type="checkbox"/> Diploma in Computer Studies</p> <p>Faculty of CREATIVE ARTS AND DESIGN</p> <p><input type="checkbox"/> Diploma in Graphic Design</p> <p><input type="checkbox"/> Diploma in Creative Design & Interactive Multimedia</p> <p>VOCATIONAL TRAINING:</p>	<p>Faculty of MEDIA AND COMMUNICATION</p> <p><input type="checkbox"/> Diploma in Mass Communication</p> <p>Faculty of LAW</p> <p><input type="checkbox"/> UOL Bachelor of Laws (Hons) (LLB)</p> <p><input type="checkbox"/> Diploma in Law</p> <p>Faculty of NURSING & ALLIED HEALTH</p> <p><input type="checkbox"/> Diploma in Nursing</p> <p><input type="checkbox"/> Diploma in Environmental Health</p> <p><input type="checkbox"/> Diploma in Medical Laboratory Technology</p> <p>Faculty of EDUCATION & SOCIAL SCIENCE</p> <p><input type="checkbox"/> Diploma in Early Childhood Education</p> <p><input type="checkbox"/> English Study Skills (Level 1-5)</p> <p>Faculty of HOSPITALITY</p> <p><input type="checkbox"/> Diploma in Tourism Management</p> <p><input type="checkbox"/> Diploma in Hotel Management</p> <p>Faculty of ACCOUNTANCY</p> <p><input type="checkbox"/> UOS BA (Hons) Accounting and Financial Management 3+0</p> <p><input type="checkbox"/> UOS BA (Hons):</p> <p><input type="checkbox"/> Diploma in Accountancy</p> <p>Faculty of PRE-UNIVERSITY STUDIES</p> <p><input type="checkbox"/> A-Level</p> <p><input type="checkbox"/> Foundation Programme in Commerce</p>
<p>Intake : _____ Year : _____ Mode of Study : _____</p>	

Contact Address while studying					
Address				Tel (H)	
				Tel (O)	
				Fax	
				Mobile Phone	
Postcode	City	State	Country	E-Mail	
Permanent Home Address (if different from the above)					
Address				Tel (H)	
				Fax	
				Mobile Phone	
Postcode	City	State	Country		
Qualifications					
School/Institution/University		Qualification		From	To
Work Experience (if any)					
Company		Position		From	To
Medical History					
Do you have any medical condition? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please specify _____					
In case of emergency, please contact:					
Name				Relationship	
Address				Tel (H)	
				Tel (O)	
				Mobile phone	
How did you find out about SEGi College Sarawak?					
<input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Family and Friends <input type="checkbox"/> School Magazine <input type="checkbox"/> SEGi College Website <input type="checkbox"/> Newspapers (which one?) _____ <input type="checkbox"/> Others _____					
What do you like about our College?					

Supporting Documents

I enclose

- Registration fee of RM_____. Cheque should be made payable to **Kolej SEGi Sarawak**
- 2 copies (7 copies for Foreign Student) of coloured passport-sized photographs
- 1 copy of Identity Card / MyKad
- 3 copies of passports for Foreign Student (including blank pages)
- Write-up of 100 words of work experience and curriculum vitae (if applicable) for MBA applicant
- 1 certified true copy of academic certificate/transcript for the following qualification
 SPM O-Level STPM UEC A-Level SMU3 Diploma Bachelor Degree
 Others _____

Note : Student applying for Bank Loan/PTPTN Loan/TPK Loan/EPF , application must be made at least one month before the orientation date.

Declarations

I declare that the information provided by me in connection with this application is true and correct. I undertake to inform SEGi College Sarawak immediately of any change in address, phone number and other information provided by me in this application.

I understand that SEGi College Sarawak reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to be bound by the Terms and Conditions of the offer to study at SEGi College Sarawak.

Signature of Applicant _____ Date : _____

Signature of Parents / Guardian
(if applicant is under 18 years of age) _____ Date : _____**FOR OFFICE USE ONLY**

Counselled by _____

Date _____

Verified by Head of Marketing / Senior Counsellor _____ Date _____
(Signature)

Remarks

AdmissionApproved by _____ Date _____
(Head, Academic Dept)
 Full Offer Conditional Offer Reject

Level of Entry _____

Remarks & Recommendations

Bursary

Fee paid	Amount	Cheque No.	Receipt No.
<input type="checkbox"/> Registration Fees		<input type="checkbox"/> Cash	Processed by
<input type="checkbox"/> Tuition Fees		<input type="checkbox"/> Telegraphic Transfer	
<input type="checkbox"/> Insurance		<input type="checkbox"/> Credit Card	Date
<input type="checkbox"/> On-line Fees		<input type="checkbox"/> Others	
<input type="checkbox"/> Exams		_____	
<input type="checkbox"/> Misc _____			

Verified by Accounts Department: _____ Date _____
(Signature)

TERMS AND CONDITIONS

SEGi College Sarawak's ["Kolej SEGi"] offer to the Student is subjected to the following terms and conditions which shall be deemed to have been accepted by the Student (if above the age of 18 – as at date of Letter of Offer) or parent/guardian/sponsor (for and on behalf of Student below the age of 18) ["the Sponsor"] upon payment of any of the Tuition Fees or commencement of the Programme by the Student, whichever is earlier.

A. Fees

1. The Registration Fee is non-refundable and non-transferable.
2. All Fees payable with respect to the Programme undertaken must be paid by the due date set out by the College or the Letter of Offer. Unless prior written approval to delay the payment of the Fees is obtained from the Finance Manager/Principal, a penalty of RM1.00 per day will be imposed for each late payment.
3. All Tuition Fees paid are non-refundable and non-transferable, except where written notice is received by the Finance Manager/Principal stipulating that the Student does not intend to commence or wishes to defer the Programme at SEGi College Sarawak whereupon the amount of Tuition Fees and (excluding the Registration Fee) paid shall be refundable subject to the following conditions:-
 - (i) If a written notice of withdrawal is received **before the intake commencement date**, one hundred percent (100%) of the Tuition Fees, so paid shall be refundable, free of any interest less an administrative charge of RM200 for Malaysian students and RM300 for Foreign students;
 - (ii) If **the intake has commenced**, no refund will be given for the running semester but a full refund will be given for any subsequent semester;
 - (iii) The refundable figure should not include the non-refundable fees such as registration, administration and commitment fees;
 - (iv) The College reserves the rights to terminate the student study VISA of Foreign students within 30 days upon receiving the written notice of transfer to another external college from students.
4. In the event of non-payment or late payment of the Fees or any part thereof without prior written approval from the Finance Manager/Principal, SEGi College Sarawak has the right without further notice to bar the Student from using its facilities and/or attending classes and/or withholding examination results and take such action as it deems necessary as may be determined by SEGi College Sarawak from time to time.
5. If the Fee paid exceeds the amount payable, the additional amount paid will be credited (without any interest accruing) towards the payment of the next instalment of Fee payable. A refund of the additional amount of Fee paid will not be made unless the Student discontinues the Programme, whereby the additional amount of Fee paid will be refunded, free of interest, within thirty (30) business days of the Refund Form being duly completed by the Student and endorsed by SEGi College Sarawak.
6. In the event of student changing Programme, the amount of Tuition Fees and Exam Fees (excluding the Application Fee) paid shall be transferable to the next programme subject to the following:-
 - (i) If a written notice of change programme is received within the second (2nd) week of the commencement of academic session of the Programme, fifty percent (50%) of the Tuition Fees so paid shall be credited towards the payment of the Fee payable for the next Programme.
 - (ii) If a written notice is received after the second (2nd) week of the commencement of the academic session of the Programme, the Tuition Fees of the current semester so paid shall be forfeited. The balance of the Tuition Fees, Exam Fees, so paid shall be credited towards the payment of the Fee payable for the next Programme.

B. Admission to SEGi College Sarawak

The Student may be accepted to SEGi College Sarawak via forecast/trial results. However, in the event the actual results of the Student falls below its forecast/trial results and the Student having been accepted, the Student shall be required to comply with such conditions stipulated by SEGi College Sarawak from time to time, failing which, the Student shall be required to leave SEGi College Sarawak upon request. In the event that the Student is required to leave, a prorated amount of the Tuition Fees and Exam Fees, paid for the period of the Programme or the

subjects/modules that has not been undertaken shall be refunded, free of interest, less an administrative charge of RM200 for Malaysian students and RM300 for Foreign students.

Where applicable, if the Student fails to attain a minimum pass grade at the examination of SEGi College Sarawak the Student shall be required to comply with such conditions stipulated by SEGi College Sarawak from time to time, failing which, the Student shall be required to leave SEGi College Sarawak upon request.

If the Student is accepted with conditions, the conditions must be met by the stipulated date, failing which the Student may be required to leave SEGi College Sarawak upon request.

C. Variation of Fees

SEGi College Sarawak reserves the right to vary all Fees including the Examination Fees and Re-take Fees, from time to time, without notice.

D. Examination Fees and Additional Fees

The Examination Fees and any additional fees payable shall be paid within the time period stipulated by SEGi College Sarawak. In the event of non-payment or late payment of the above or any part thereof, SEGi College Sarawak has the right without further notice to bar the Student from taking the Examinations and take such action as it deems necessary and/or impose a penalty at such rate as may be determined by SEGi College Sarawak from time to time. All Examination Fees and any additional fees paid are non-transferable and non-refundable.

E. Admission or Transfer to Other Programme

The completion of each year/level of the Programme does not necessarily give the Student automatic entrance to or continuation of another programme in SEGi College Sarawak or a university or such similar institution. The student shall be required to comply with the enrolment and registration or transfer requirements and procedures stipulated by SEGi College Sarawak or the receiving university or institution in connection thereof.

The Student's admission to or continuation of another programme will be conditional on various factors including the Student's performance and the minimum requirement as stipulated, from time to time, by SEGi College Sarawak or the University or such similar institution awarding the degree.

F. Rules and Regulations and Terms and Conditions

The Student must comply with and abide by SEGi College Sarawak's Rules and Regulations and the Terms and Conditions contained herein. In the event of non-compliance by the Student of any of SEGi College Sarawak Rules and Regulations or Terms and Conditions contained herein, SEGi College Sarawak shall reserve its rights to take such action deemed necessary against the Student including to bar the Student from using its facilities and/or attending classes and/or withholding examination results.

G. Information

All information furnished by the Sponsor, and/or the Student to SEGi College Sarawak especially, with respect to (i) the Student's qualifications and (ii) applications for admission to universities must be true and correct in all respect. In the event of any inaccurate or incorrect information furnished to SEGi College Sarawak, SEGi College Sarawak shall be entitled to take all such action deemed necessary by it.

In the event of any change in the address and/or telephone number provided in the Application Form, the Student must forthwith inform SEGi College Sarawak via the Change of Particulars Form.

H. Relevant Authorities

Permission for foreign students to study in Malaysia and permission for students to study overseas must be obtained from the relevant authorities and that the obtaining of such permission shall be the responsibility of the Sponsor and/or the Student. Such permission should be obtained prior to commencing the Programme or going overseas, as the case may be.

I. Programmes

In the event that SEGi College Sarawak is of the opinion that it is not viable for whatever reasons, including minimum class size, to commence any proposed programmes, SEGi College Sarawak reserves the right not to commence such programmes and in such an event all Fees paid shall be refunded, free of interest.

J. Notice

All letters, receipts, invoices, notices and other correspondence to the Sponsor and/or Student shall be deemed sufficiently served if delivered by (a) hand to the Student and/or Sponsor or (b) ordinary post to the Sponsor and/or Student at the last known correspondence address and shall be deemed to have been received by the Sponsor and/or Student (a) upon delivery if delivered by hand to the Student and/or Sponsor or (b) within five (5) business days of postage if delivered by post.

K. Authorisation

The Sponsor is deemed to have given permission to the Student to liaise with SEGi College Sarawak in respect of all matters unless the Sponsor notifies the Chief Executive in writing. Prior written notice must be given to the Registrar in the event that the Student or Sponsor wishes to authorise someone else to sign any documents or acknowledgement to deal with SEGi College Sarawak on behalf of the Student or Sponsor.

I, _____ [student's full name (per MYKAD/Passport)]

MYKAD/Passport No. _____

have read, understood and will follow **STRICTLY** the above terms & conditions.

Signature of student

Date

Acknowledgement by
Registrar

Date