

F. DECLARATION BY PARENT/ GUARDIAN/ SPONSOR

I hereby agree to pay all fees due on the dates stipulated by the College. I have read and understood the conditions of enrolment and agreed to the terms as laid out. I also agree to allow the student to participate in all visitations, for the durations of his/her studies, with the college and will not hold the college responsible for any injuries, death, missing persons or accidents that may occur before, after or during the event.

Name of parent or guardian or next of kin

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Relationship

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Occupation

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Home Address

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Company

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Tel No.

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Tel No.

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Signature of Parent/Guardian/Sponsor: _____

Date: _____

G. SUBMISSION CHECKLIST

Please ensure the applicant has completed/submitted the following and indicate with a tick (√) in the boxes provided below:

A. KLT Application Form

- | | |
|--|---|
| <input type="checkbox"/> Personal Particulars | <input type="checkbox"/> Last Academic Qualification |
| <input type="checkbox"/> Declaration and Signature | <input type="checkbox"/> Declaration by Parent/Guardian/Sponsor |

B. Documents

- | | |
|---|--|
| <input type="checkbox"/> 2 x Passport Sized Photographs | <input type="checkbox"/> One Photocopy of Your I.C (both sides) |
| <input type="checkbox"/> One Photocopy of Birth Certificate | <input type="checkbox"/> 2 X Photocopy of your certified academic certificates |

C. Other Forms

- | | |
|---|--|
| <input type="checkbox"/> KLT Scholarship Form | <input type="checkbox"/> Hostel Application Form (only applicable to outstation student) |
|---|--|

D. Payment

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque |
|-------------------------------|---------------------------------|

H. BANK DETAILS

Payable to : **S.U.C. Consortium Sdn. Bhd.**
 Account No. : 019-00-12389-7
 Bank Name : Hong Leong Bank Berhad

Please fax or email your bank payment slip as the proof of payment. Kindly include the student's name, IC and Programme enrolled. For any outstation student, please enclosed the Proof of payment with the Application Form.

KLT's Fax No. : 084-319888
 Email : enquiries@klt.edu.my

I. TERMS AND CONDITIONS

1. Application Procedure

- 1.1 Complete and return the Application Form together with the relevant documents.
- 1.2 Applications will **only be processed** if accompanied by the required non-refundable Registration Fee and the refundable Security Deposit.
- 1.3 Please ensure that you have enclosed the following:
 - 1.3.1 Two (2) IC – sized photos
 - 1.3.2 One (1) photocopy of your I.C. (both sides)
 - 1.3.3 One (1) photocopy of your birth certificate
 - 1.3.4 Two (2) photocopies of your certified academic certificates and results (STPM/SPM/UEC/Others).
- 1.4 If you need accommodation, please tick the relevant box.
- 1.5 The College reserves the right to accept or reject any application at its discretion.

2. It is the student's responsibility to ensure that the required English Language / Bahasa Malaysia qualifications are met before the student is allowed to transfer to foreign / local universities.

3. Payment of Fees

- 3.1 Fees must be paid in advance. Payment by post must be sent by AR REGISTERED POST. Cash payment can only be made at the Bursary.
- 3.2 An **active** student is deemed to be enrolled and in good standing if all due fees have been settled before commencement of classes. If he/she has **not** paid the fees after the grace period, he/she will be considered as an **inactive** student.
- 3.3 All tuition and other applicable fees due for the second and subsequent semesters must be paid on or before the date of commencement. A grace period of **two weeks (Normal Semester) or one week (Special Semester)** is given for any late payment. After the grace period, **RM10.00 per day** will be levied. **All fees are subject to change from time to time at the discretion of the College.**
- 3.4 Any student failing to pay his/her semester/term fee within the required period may be barred from entering the College and from attending classes.
- 3.5 Students entitled to the Laila Taib Scholarship scheme will have to pay the full Registration Fee and the Security Deposit. The entry criteria and regulations may be changed from time to time at the discretion of the College.
- 3.6 **The Security Deposit is non-refundable at all times except upon graduation.**
- 3.7 Graduation fees shall be duly deducted from the Security Deposit.
- 3.8 For those outstation students who need accommodation, he/she are required to settle all the hostel fees and refundable hostel deposit before he/she can move into the rooms.

4. Withdrawal from an Academic Program

- 4.1 Any **active** student's withdrawal must be **made officially** with the Registry by using the prescribed form. The student will have to **surrender** his/her student card, library books and any property belonging to the College. The replacement cost for any lost or damaged College property will be the responsibility of the student.
- 4.2 A non-scholarship student, who withdraws from a program of study, is eligible for a refund of the tuition fees paid for the semester based on the following conditions:

Normal Semester

<u>Date of withdrawal</u>	<u>Amount of tuition fees refundable</u>
I. <u>Before</u> the commencement date	100%
II. <u>Before the end of the SECOND week</u> from the commencement date	50%
III. <u>After the end of the SECOND week</u> from the commencement date	No refund

5. Transfer to another academic program or intake

- 5.1 Any transfer must be made officially with the Registry using the prescribed form.
- 5.2 Each transfer after the commencement date of the program will incur a transfer fee of **RM100.00**.
- 5.3 A student who transfers to another program of study within the first two week of the commencement date is subject to the availability of place and at the discretion of the College, for a transfer of tuition fees with a payment for any difference, if any.
- 5.4 Any transfer to other programmes after the end of the second week of the commencement date is subject to **re-enrollment**.
- 5.5 A non-scholarship student, who transfers to another program, is eligible for transferred fee based on the following conditions:

Normal Semester

<u>Date of Transfer</u>	<u>Amount of tuition fees to be transferred</u>
I. <u>Before the end of the SECOND week</u> from the commencement date	100%
II. <u>After the end of the SECOND week</u> from the commencement date	Non-transferable

6. Deferment / dropping of subject (s)

- 6.1 Students are **not** allowed to defer/drop their prescribed subjects.

Important : Please note that the College reserves the right to change its rules and regulations from time to time without notice.