

International Student Local Student

Student ID:

Instruction:

- Please complete all sections in this form using black letters.
- Enclose certified true copies of all supporting documents with this complete and signed application. All documents must be certified by a recognized authority, e.g. original issuing bodies or commissioner of oath.
- This application is the property of KAGC. Supporting documentation will NOT be returned.
- For international students, the application and complete set of documents must reach KAGC at least ten (10) weeks before the commencement of programmed. This is the minimum timeline required to facilitate the student pass application process by the Education Malaysia Global Services (EMGS).

A. APPLICANT DETAILS

Mr Mrs Miss Name:

IC/Passport: Status: Married Single

Date of Birth: Gender: Female Male

Nationality: Race:

Correspondence address:

City: State: Postcode:

Country: Email:

Tel: Fax: Mobile:

Passport Size Photo

- 35mm (W) x 50mm (H)
- Without White Border
- White Background

B. PROGRAMME PARTICULARS

<input type="checkbox"/> DGB : Diploma In Green Building (A2479)	<input type="checkbox"/> ENG : Certificate In English (JPT/BPP(K)1000-600/WP143(6))
<input type="checkbox"/> DGT : Diploma In Green Technology Management (A0991)	JPK PROGRAMMES
<input type="checkbox"/> DBM : Diploma In Business Management (A6834)	<input type="checkbox"/> TG : Certificate In Licensed Tourist Guide (HT-023-3) (JPK PB:L01965)
<input type="checkbox"/> DHTM : Diploma In Hospitality & Tourism Management (A8930)	<input type="checkbox"/> FB : Certificate In Food & Beverage Service (HT-010-2/3:2012)
<input type="checkbox"/> DMC : Diploma In Mobile Communication (A5302)	<input type="checkbox"/> FP : Certificate In Food Preparation & Producti (HT-012-2/3:2012)
<input type="checkbox"/> Others: <input type="text"/>	

Mode of study : Full Time Part Time Intake: Month Year

C. RECORD OF ACADEMIC STUDIES

Provide full details of your secondary / post-secondary (tertiary) studies and qualifications obtained.

Name & Location of Institution	Years Attended	Award Received

English Language Achievement (For International Students Only)

<input type="checkbox"/> TOEFL	Score: <input type="text"/>	Year Completed: <input type="text"/>
<input type="checkbox"/> IELTS	Score: <input type="text"/>	Year Completed: <input type="text"/>

D. PARENT / GUARDIAN DETAILS (Home Country)

Name: Relationship:

Address:

City State Postcode Country

Email: Mobile:

E. EMERGENCY CONTACT PERSON

Name: Relationship:

Address:

City State Postcode Country

Email: Mobile:

F. MEDICAL HISTORY (For International Students Only)

Do you have any Medical Conditions? No Yes please state:

International students are required to get a Medical checkup for the college record.

G. IMMIGRATION PASS INFORMATION (For International Students Only)

Currently holding any Malaysia Immigration Pass/Visa? No Yes

What type of immigration Pass/Visa? Social Student Dependent Working Permit

Expiry date of visa (dd/mm/yy)?

H. ACCOMMODATION

Not Required Required

If required, an Accommodation Application Form should be filled and submitted together with this form.

I. STUDENT'S DECLARATION

- I undertake that I will comply with all policies, rules and regulations of KAGC including those of the respective departments.
- I consent to the processing of my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) by KAGC to assess my application, create an enrolment record on the student database, undertake statistical analysis and meet statutory reporting requirements. It will be accessed strictly for these purpose and disclose to the government agencies where required. I also warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of my application.
- I declare that the information given on this form is true and correct. I acknowledge that the provision of incorrect information or documentary evidence may result in my cancellation from the course.
- I understand that I am liable for payment of all fees and failure to pay any outstanding fees by the due date may lead to cancellation of my enrolment.
- Any offer letter issued to me will be valid only upon submission of academic certificates that are "Certified True Copies" without any unauthorized alterations.
- I understand that KAGC shall be deemed to have noticed me in writing if the mail is posted to the most recent mailing address that I have provided in writing to KAGC.
- I hereby permit KAGC to release details of my examination results and progress at KAGC to my parent(s), guardian(s), and or sponsor(s).
- I hereby permit KAGC to release my personal details retained by KAGC to government, regulatory and enforcement agencies and bodies, whether in Malaysia or in my country of origin, as a result of a legal investigation in Malaysia or in my country of origin.

Signature of Applicant

Name of Applicant

Date

J. FOR OFFICE USE

ENCLOSURES (REQUIRED DOCUMENTS) :

FOR LOCAL STUDENT :

- Registration Fee Receipt
- Completed all sections of this Application Form
- 4 pieces of Passport size photograph – White Background
- Photocopy of NRIC of student (Front & Back)
- 2 sets copy of Transcript / Certificate with Certified True Copy

FOR INTERNATIONAL STUDENT :

- Registration Fee Receipt
- Completed all sections of this Application Form
- 6 pieces of Passport size photograph – White Background
- 1 set copy of passport Full-set and color printed copy for the passport information page.
- 1 set copy of original and translated Transcript / Certificate with Certified True Copy
- 1 set of L.O.E (Whichever Applicable)

ADDITIONAL DOCUMENTS (For Transfer Student Only) :

- 1 set copy of Transcript & Certificate from previous Institute
- 1 set copy of previous Student Pas cancellation & Special Pass
- 1 set copy of release letter from previous institute

RECRUITMENT :

please state name (according to agreement)

Recruitment by Agent :

AUTHORIZED SIGNATURE :

Counselled by

Verified by

Approved by (Academic)

Signature :

Name :

Position :

Date :

Signature :

Name :

Position :

Date :

Signature :

Name :

Position :

Date :

- Application Accepted (Full offer)
- Conditional Offer
- Rejected

TERMS & CONDITION

1.0 FEES

- 1.1 An application fees must accompany all application. RM 300.00 for Malaysian students and RM 2500.00 (Registration and EMGS application fee) for International Students.
- 1.2 Fees due for the year must be paid in advance in the first year and before the first day of class in the subsequent years. Failure to pay fees on time may result in the students being barred from classes, examination and access to the College's facilities.
- 1.3 There will be additional charges for visa and insurance renewal. For visa renewal, the charges will depend on the EMGS charges.
- 1.4 All fees are in Ringgit Malaysia (MYR) unless otherwise stated.
- 1.5 All Student fees paid are non-refundable.
- 1.6 Registration and International Administration fees are not transferrable, refundable and cannot be deferred.
- 1.7 Failure to settle outstanding fees within the prescribed period may result in barring from classes.
- 1.8 Fees payable are shown in the program fee structure. Please note that **Kolej Antarabangsa Greencity (KAGC)** reserves the right to review and revise the fees.
- 1.9 **Fees quoted in USD will be revised as and when the need arises from the fluctuation of the current exchange rate.**

2.0 WITHDRAWAL AND REFUND POLICY

- 2.1 Student must inform in writing if they are withdrawing from a course of study. Notice of withdrawal must be given at least one month prior to the commencement of the semester.
- 2.2 **No refund** for any withdrawal is allowed for international students with the exception of the situations stated below:
Any refund of fees or part thereof is subject to the absolute discretion of the College for circumstances such as illness or other medical conditions that prevent the student from taking up the course.
- 2.3 In the event that a student is expelled or suspended or discontinues the program due to misconduct or non-attainment of academic requirement, all fees paid are not refundable.
- 2.4 The College reserves the right to set-off the refundable amount against any outstanding fees or whatsoever payments due and owing to the College.
- 2.5 No refund shall be made if a student withdraws from a programme or if the withdrawal takes place beyond the second week of the semester.

Refund table (Applicable for Local Student only)

Withdrawal made more than 30 days before orientation or course commencement	50% of tuition fee refund
Withdrawal made 30 days or less before orientation or course commencement	25% of tuition fee refund
After orientation or course commenced	No Refund

3.0 DEFERMENT

- 3.1 Local students may only be allowed to defer a maximum two semesters, provided with a valid reason in a form of written letter addressed to the Admission Department of the College. Student will be charged deferment fees of per semester.
- 3.2 The deferment form can be obtained from the Academic Department. Submission of the deferment form must be accompanied with the letter of reason of deferment.
- 3.3 Deferment application will be subject to the approval of the head of department. Student will receive a confirmation of deferment in 7 working days.
- 3.4 International students are **not encouraged** to defer semester due to student visa issues and will need to pay extension fees to EMGS due to student pass extension.

4.0 ADD AND DROP SUBJECTS

- 4.1 The students who wish to add and drop any subject during their semester can do so at the Academic Operation Department by filling in the forms provided within the first two weeks of the semester start.

5.0 ACADEMIC PROBATION

- 5.1 A student will be placed on academic probation whenever any one of the following conditions happens:
 - The student's cumulative grade point average (CGPA) fall below 2.00
 - The student's semester grade point average (GPA) for two consecutive semesters is less than 2.00.
- 5.2 The programmed coordinator will determine the number of credit hours to be enrolled by student on probation. Student who is on academic probation normally should not enroll for more than 14 semester hours of credit.

6.0 RULES AND REGULATION

- 6.1 All students must abide by the **KAGC** Rules and Regulation. Failure to abide may result in dismissal, suspension, private or public sanctions.
- 6.2 Any criminal activities on the College premises will be reported to the relevant authorities.
- 6.3 The college and its management will not be held responsible for any damages, losses, or injuries arising from the course of studentship with the college.
- 6.4 The College disciplinary board has the authority to suspend or/and expel any student behaving in a manner that effects the good name and security of its staff and students.
- 6.5 The college reserves the rights to revise the College Rules and Regulation within prior notice.

7.0 The College reserves the right to accept or reject any application without assigning any reason.

8.0 Students Information and data is protected under the DATA PROTECTION ACT 2010 (ACT 709). No any parties are allowed to access the students information without approval from the college and its management.

DECLARATION AND SIGNATURE

Acknowledgement and Agreement by Applicant

I agree that any offer of placement is conditional on the accuracy of information provided by me and upon minimum pre-requisites to enter the Program. I hereby permit the College to release my personal details retained by the College to government, regulatory and enforcement agencies as a result of legal requirement stipulated in Malaysia. I confirm that I have read and agree to the Terms and Conditions of Enrolment and Admission. I understand that by accepting this offer, I will abide to the above terms and conditions as well as the College's Rules and Regulations.

Applicant's Signature : _____

Name : _____

Date : _____