

# Application Form



**SEGi**  
College  

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Sarawak

## PART A: Personal Details (IN BLOCK LETTERS)

Given Name(s)	_____	Salutation	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs
Surname / Family Name	_____					
NRIC / Passport No.	_____	Expiry Date	_____			
Race	<input type="checkbox"/> Malay	<input type="checkbox"/> Chinese	<input type="checkbox"/> Indian	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	<input type="checkbox"/> Others	_____		Date of Birth	_____	
Religion	<input type="checkbox"/> Muslim	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married
	<input type="checkbox"/> Christian	<input type="checkbox"/> Others	_____		Nationality	_____
Correspondence Address	_____ _____ _____					
Postcode	_____	City	_____			
State	_____	Country	_____			
Mobile	_____	Telephone	_____			
Email	_____					

Please affix a  
passport sized  
photograph

Permanent Address	_____					
(if differ from above address)	_____					
Postcode	_____	City	_____			
State	_____	Country	_____			
Parent / Guardian Name	_____					
	_____					
	_____					
Correspondence Address	_____ _____ _____					
Mobile	_____	Telephone	_____			

**PART B: Programme Application (Please (√) The Programme You Are Applying For)****SEGi College Sarawak****Foundation**

- A-Level (Arts)  
 Commerce  
 Science

**Diploma**

- Medical Laboratory Technology  
 Accountancy  
 Business Administration  
 Graphic Design  
 Mass Communication  
 Early Childhood Education  
 Psychology  
 Hotel Management  
 Tourism Management  
 Culinary Arts  
 Baking & Pastry Arts  
 Information Technology  
 Law  
 Health Care

**Undergraduate**

- Bachelor of Arts (Hons) Accounting & Finance  
 University of Sunderland, UK (3+0)  
 Bachelor of Arts (Hons) Business & Management  
 University of Sunderland, UK (3+0)  
 Bachelor of Arts (Hons) Business & Marketing Management  
 University of Sunderland, UK (3+0)  
 Bachelor of Laws (Hons), University of London, UK  
 American Degree Program  
 Bachelor of Science in Psychology 4+0, Troy University, USA  
 Bachelor of Arts (Hons) Early Years Education,  
 University of Greenwich, UK (3+0)

Others

Specialisations / Major

Mode of Study

 Full Time Part Time Others

Date

**PART C Supporting Document Checklist**

All applications, please enclose the following documents:

- Non-refundable Registration fee (cheque should be payable to SEGi College (Sarawak) Sdn Bhd)  
 3 copies of colour passport-size photographs  
 1 copy of identification card  
 Curriculum vitae and a short word write-up detailing work experience for MBA applications  
 Certified true copy of academic certificate/transcript for the following:  
 Actual       SPM       O-Level       STPM       UEC       A-Level       SAM  
 CPU       Diploma       Bachelor Degree       Forecast       Others

Please Note: Students applying for Bank Loan / PTPTN Loan / EPF applications must be made at least one month before the programme orientation date.

**PART D: Educational Qualifications**

Secondary School/Institution/University	Qualification	From (year)	To (year)

## PART E: English Language Proficiency

English language requirements

Please indicate your highest level of English proficiency and the Grades obtained.

GCE 'O' Level \_\_\_\_\_  SPM \_\_\_\_\_  UEC \_\_\_\_\_  IELTS \_\_\_\_\_  
 TOEFL \_\_\_\_\_  MUET \_\_\_\_\_  Others \_\_\_\_\_

## PART F: Work Experience (If Applicable)

Company	Position	From (year)	To (year)

## PART G: Medical History

Do you have any medical condition?  Yes  No

If yes, please specify \_\_\_\_\_

Medication

Blood group

Family doctor name

Blood donor number

## PART H: Financial Arrangements

How do you expect to be financed during your studies?

Self Finance  PTPTN  Scholarship  EPF  Sponsorship  MARA  
 TPK  Others \_\_\_\_\_

If you are being sponsored, please provide the name and address of sponsor & the sponsor letter (if any).

## PART I: Lead Source

How do you find out about SEGi College Sarawak?

Facebook/Instagram  Radio  Family and Friends  School Magazine  
 SEGi College website  Newspapers (which one?) \_\_\_\_\_  Others \_\_\_\_\_

## PART J: Bank Details

Beneficiary Name : **SEGi College (Sarawak) Sdn Bhd**  
Beneficiary Telephone Number : **+6082 25 25 66**  
Beneficiary Fax Number : **+6082 23 13 55**

Bank Name	<b>CIMB Bank</b>	<b>OCBC Bank</b>
Banker's Address	Jln Tunku Abdul Rahman, 93100 Kuching	Jln Bukit Mata Kuching, 93100 Kuching
Account Number	8005268099	760-106855-3
Swift Code	CIBBMYKL	OCBCMYKL

## PART K: Declaration

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/Tarikh \_\_\_\_\_

Signature of Parents/ Guardian  
(if applicant is under 18 years of age) \_\_\_\_\_ Date/Tarikh \_\_\_\_\_

## PART L: 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 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 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 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;
  - (v) If there are any exceptional cases, they shall be reviewed on a case to case basis. Any variations from the above policies shall be recommended by the Principals and approved by the COO (for Klang Valley SEGi Colleges/Training Centres) or CEO (for outstation SEGi Colleges/Training Centres).
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 (2<sup>nd</sup>) 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 (2<sup>nd</sup>) week of the commencement of 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 Exams 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 SEGi College Sarawak’s 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.

**PART M: Applicant Declaration**

I, ..... [student’s full name (per NRIC/Passport)]

NRIC/Passport No. ....

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

Signature of student

Date \_\_\_\_\_

Signature of Parents/ Guardian  
(if applicant is under 18 years of age)

Date \_\_\_\_\_

Acknowledgement by Registrar

Date \_\_\_\_\_

## PART N: Privacy Notice

**PRIVACY NOTICE:** The information requested is used for our assessment of your suitability to programmes offered, for administration, management and support services (including, accommodation, transportation, immigration services), assessment and analysis, programme promotion and which may be disclosed to our service providers and agents, the SEGi University Group and Partner Universities (if applicable) for these purposes or if required to be disclosed to regulatory or statistical authorities, agencies or bodies or (where applicable) to the foreign authorities, embassies or consulates of an international student's home country. The information requested is necessary for the above purposes and your failure to provide the information, or providing inaccurate information may result in us not being able to fulfill the purposes above and could result in rejection or delay of your application.

**NOTIS PRIVASI:** Maklumat yang diminta digunakan bagi tujuan penilaian kami terhadap kesesuaian anda kepada program yang ditawarkan, untuk pentadbiran, pengurusan dan perkhidmatan sokongan (termasuk penginapan, pengangkutan, perkhidmatan imigresen), penilaian dan analisis dan promosi program di mana maklumat ini berkemungkinan akan didedahkan kepada pembekal perkhidmatan dan ejen kami, Kumpulan SEGi Universiti dan Rakan Universiti (jika berkaitan) bagi tujuan-tujuan ini atau jika perlu untuk didedahkan kepada pihak-pihak berkuasa regulatori atau statistik, agensi atau badan berkaitan atau (di mana berkaitan) kepada pihak berkuasa asing, kedutaan atau konsulat negara asal seseorang pelajar antarabangsa. Maklumat yang diminta perlu bagi tujuan-tujuan di atas dan kegagalan anda memberikan maklumat, atau memberikan maklumat palsu boleh mengakibatkan kami gagal memenuhi tujuan-tujuan di atas dan juga boleh menyebabkan penolakan atau kelewatan terhadap permohonan anda.

If your application is rejected, we will keep your information for a reasonable period according to legal requirements, and also for administration and marketing purposes and may contact you on any promotions.

Sekiranya permohonan anda ditolak, kami akan menyimpan maklumat anda untuk satu tempoh yang munasabah mengikut keperluan undang-undang, bagi tujuan pentadbiran dan pemasaran dan juga bagi membolehkan kami menghubungi anda sekiranya terdapat sebarang promosi tertentu.

If you do not wish us to contact you for this purpose, please tick (✓) here

Note: if you later wish us not to contact you, please send your request via email to askme@segi.edu.my.

Sekiranya anda enggan dihubungi bagi tujuan ini, sila tandakan (✓) di sini

Nota: Sekiranya anda tidak mahu dihubungi di masa hadapan, sila hantarkan permohonan anda melalui email ke askme@segi.edu.my.

If your application is accepted, all information provided by you will become our student record and will be necessary to be retained by us for the purposes as stated in our letter of offer to be later issued to you. Further, your information may be disclosed to the person which you specify below and also to such persons mentioned in our letter of offer to be later issued to you.

You have the right to ask for a copy of the information we hold on you (for which we may make a small charge) and to correct any inaccuracies in your information. Please refer to the Registry to submit your request.

Sekiranya permohonan anda diterima, semua maklumat yang diberikan oleh anda akan disimpan sebagai rekod pelajar kami dan adalah perlu untuk kami menyimpan maklumat tersebut bagi tujuan-tujuan seperti yang dinyatakan di dalam surat tawaran yang akan diserahkan kepada anda. Selanjutnya, maklumat anda mungkin akan didedahkan kepada pihak-pihak yang telah anda khususkan seperti di bawah dan juga pihak yang disebut di dalam surat tawaran kami yang akan diserahkan nanti.

Anda berhak untuk memohon sesalinan maklumat anda dalam simpanan kami (dimana kami akan mengenakan bayaran caj perkhidmatan) dan membetulkan mana-mana ketidaktepatan dalam maklumat anda. Sila rujuk Pejabat Pendaftaran bagi mengemukakan permohonan anda.

### Personal Data Protection Act 2010: Persons authorised for disclosure of personal information

Akta Perlindungan Data Peribadi 2010: Orang yang diberi kuasa untuk menerima maklumat peribadi

In the processing of my application, I hereby authorise SEGi to disclose my personal data (including sensitive personal data) to the following persons:

Dalam pemrosesan permohonan saya, saya dengan ini memberi kuasa kepada SEGi untuk mendedahkan data peribadi saya (termasuk data peribadi sensitif) kepada orang-orang berikut:

(a) My parents/guardian Ibu bapa/penjaga saya;

(b) My Spouse (if applicable)/Suami atau Isteri saya (jika berkaitan);

(c) Other persons (please name and indicate relationship)/Orang lain (Sila namakan dan nyatakan hubungan):

1. Name>Nama : .....

Relationship/Hubungan : .....

2. Name>Nama : .....

Relationship/Hubungan : .....

I understand that I am allowed by notice in writing to withdraw my consent for disclosure to the above authorised persons. However, I agree that should I so withdraw my consent, SEGi reserves the right to notify the above persons of that such withdrawal has taken place.

Saya faham bahawa saya dibenarkan melalui notis secara bertulis untuk menarik balik persetujuan mendedahkan maklumat data peribadi saya kepada orang yang diberi kuasa seperti di atas. Walaubagaimanapun, saya bersetuju bahawa sekiranya saya menarik balik persetujuan itu, SEGi berhak untuk memaklumkan orang yang disebut seperti diatas bahawa pemberiankuasa tersebut telah ditarik balik.

## PART O: Applicant Declaration

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

I have read the Privacy Notice above and consent to the collection and processing of my personal data in the aforesaid manner.  
Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi saya mengikut cara yang diterangkan.

Name>Nama .....

NRIC/Passport No./  
No. Kad Pengenalan/No. Passport .....

Applicant Signature

Date/Tarikh \_\_\_\_\_

## Parental/Guardian's Consent to Privacy Notice (only if applicant is below 18 years old)/Persetujuan Ibu Bapa/Penjaga (jika pemohon di bawah 18 tahun)

I have read the Privacy Notice above and consent to the collection and processing of my child's/ward's personal data in the aforesaid manner.  
Saya telah membaca Notis Privasi di atas dan bersetuju terhadap pengumpulan dan pemprosesan data peribadi anak/anak jagaan saya mengikut cara yang diterangkan.

Name>Nama .....

NRIC/Passport No./  
No. Kad Pengenalan/No. Passport .....

Signature of Parent or Guardian/Tandatangan Ibu/Bapa atau Penjaga

Date/Tarikh \_\_\_\_\_

## PART P: Recruitment Office (For Office Use Only)

Payment Type  Cash  Credit Card  Bank In  Cheque  TT  Money Order  
 Others \_\_\_\_\_

Payment Mode  Self Finance  PTPN  Scholarship  EPF  Sponsorship  MARA  
 TPK  Others \_\_\_\_\_

Instalment Plan  Monthly  Yearly

Counselled by \_\_\_\_\_ Date \_\_\_\_\_

Verified by Head, Student Recruitment \_\_\_\_\_ Date \_\_\_\_\_

Remarks Detail

Promotion Scheme  Preview  
 Scholarship  Others  
 Open Day  Friend 2 Friend

Introducer Name \_\_\_\_\_

Introducer Contact \_\_\_\_\_

Introducer Programme \_\_\_\_\_

Authorised Signature

Date \_\_\_\_\_

**PART Q: Bursary**

Fee paid	Amount	By	
<input type="checkbox"/> Registration Fees		<input type="checkbox"/> Cheque No	Receipt No.
<input type="checkbox"/> Tuition Fees		<input type="checkbox"/> Cash	
<input type="checkbox"/> Insurance		<input type="checkbox"/> Telegraphic Transfer	Processed by
<input type="checkbox"/> Other Fees		<input type="checkbox"/> Credit Card	
<input type="checkbox"/> Exams		<input type="checkbox"/> Others	Date
<input type="checkbox"/> Misc			
Verified by Accounts Department:		_____	Date _____
		Authorised Signature	

**PART R: Registry and Admissions Office (For Office Use Only)**

<input type="checkbox"/> Full Offer <input type="checkbox"/> Conditional Offer <input type="checkbox"/> Rejected			
Registry's Remarks & Recommendations			
Approved by Principal			
<input type="text"/>			Date _____
<b>Hostel</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/> Single <input type="checkbox"/> 2-sharing <input type="checkbox"/> 4-sharing
<b>Air-Conditioning</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Estimated Date of Arrival:</b>		<b>Airport Pick-up</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>OFFER LETTER</b>	<b>DATE OF ISSUE TO STUDENT</b>	<b>MODE OF DELIVERY</b> (Post/Fax/ Email/ By Hand)	<b>SIGNATURE</b>
• Conditional Letter			
• Confirmation Letter			
• Exemption Letter			



**SEGi**  
College  
Sarawak

**SEGi College Sarawak**  
Main Campus  
211 Jalan Bukit Mata Kuching,  
93100 Kuching, Sarawak.  
T 6082 25 25 66  
F 6082 23 13 55  
E infoswk@segi.edu.my

**SEGi College Sarawak**  
Branch Campus  
Block B, Jalan Tun Jugah,  
93350 Kuching, Sarawak.  
T 6082 57 88 78  
F 6082 45 35 78

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