





## G. 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. I agree to the terms as laid out. I also agree to allow the student to participate in all visitations, events or functions within the duration of his/her studies, with the College and will not hold the responsibility for any injuries, death, missing persons or accidents that may occur before, after or during the event.

I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

For more information, please refer to the College's Privacy Notice at [www.klt.edu.my](http://www.klt.edu.my)

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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Email Account

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Tel No.

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Tel No.

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Signature of Parent/Guardian/Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

## H. 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"/> Two 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"/> Two Photocopies of your certified academic certificates |

**C. Other Forms**

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

**D. Payment**

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

## 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.
- 1.3 Please ensure that you have enclosed the following:
  - 1.3.1 Two (2) passport 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 (SPM/UEC/Others).
- 1.4 If you need accommodation, please tick the relevant box.
- 1.5 The enrolment criteria and regulations may be changed from time to time at the discretion of the College.
- 1.6 The College reserves the right to accept or reject any application at its discretion.

## 2. Payment of Fees

2.1 Fees must be paid in advance. Payment can be made by cash in person (at the Bursary's opening hours), by cheque or bank transfer.

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

Tel No. : 084-311888  
Fax No. : 084-319888  
WhatApps No. : 016-3809818  
Email : [registry@klt.edu.my](mailto:registry@klt.edu.my)

- 2.2 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.
- 2.3 All tuition and other applicable fees due for subsequent semesters must be paid on or before the date of commencement. A grace period of **two weeks (Long Semester) or one week (Short 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.**
- 2.4 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 or seating for the final exam.
- 2.5 Students entitled to the Laila Taib Scholarship scheme will have to pay the full Registration Fee and the Security Deposit.
- 2.6 The Security Deposit is non-refundable at all times except upon graduation.
- 2.7 Graduation fees shall be duly deducted from the Security Deposit.
- 2.8 For any outstation student who needs accommodation, he/she is required to settle all the hostel fees and refundable hostel deposit before he/she can move into the room.

## 3. Withdrawal from an Academic Program

- 3.1 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.
- 3.2 A 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:

<u>Date of withdrawal (Long Semester)</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

## 4. Transfer to another Academic Program or Intake

- 4.1 Any transfer must be made officially with the Registry using the prescribed form.
- 4.2 Each transfer after the commencement date of the program will incur a transfer fee of **RM200.00**.
- 4.3 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.
- 4.4 Any transfer to other programmes after the end of the second week of the commencement date is subject to **re-enrollment**.
- 4.5 A student who transfers to another program, is eligible for transfer of the tuition fees for the semester based on the following conditions:

<u>Date of Transfer (Long Semester)</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

## 5. Deferment / dropping of subject (s)

- 5.1 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.**