Reg. No. _____

KOLEJ LAILA TAIB

Enrolment Application Form

Please attach passport sized photo here

Note:
1. Read the requirements and the application procedures carefully before completing the form.
2. Attach all documentary evidences of academic and other qualifications with this form.
3. Non-refundable [1]Registration Fee of RM100 must be paid for application to be processed.
4. Security Deposit of **RM300.00** must be paid upon acceptant of offer by the college and can only be refunded upon successful completion of the programme.
5. All payment by cheque or bank transfer should be made payable to **S.U.C. Consortium Sdn. Bhd**.

Programme Preference: _____

A. PERSONAL PARTICULARS

(Please use BLOCK LETTERS)

Full Name (As per I.C./Passport): _____

Religion: _____ Race: _____ Nationality: _____

Gender: Male / Female Marital Status: Single / Married Place of Birth: _____

Date of Birth: _____/_____/_____ *(DD / MM / YYYY)* Age: _____ I.C/Passport No: _____

Permanent Address: _____

_____

Postcode: _____ Town/City: _____ State: _____

Email Account: _____ Contact No: _____

B. LAST ACADEMIC QUALIFICATION

School/College Name: _____ City/State: _____

Name of Last Examination: _____

C. GENERAL INFORMATION

How did you learn about Kolej Laila Taib ? (Tick where appropriate)

☐ Friends / Family ☐ Newspaper ☐ Banner / Fishtail ☐ Education Agent: _____

☐ Radio Aps ☐ School Magazine Ads ☐ School Roadshow ☐ Student Referral: _____

[1]Registration Fee – the registration fee of RM100 is being waived.

D. ACCOMMODATION

Accommodation: ☐ Required ☐ Not Required

Room allocation will be arranged by the Hostel Management at the discretion of the College.

E. MEDICAL CONDITION / DISABILITY

Please indicate special medical condition / disability.

F. DECLARATION AND SIGNATURE

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood the terms and conditions. I will abide by the conditions set out, which I accept as conditions of the application. 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.

Signature of Applicant: _____ Date:_____

G. DECLARATION BY PARENT / GUARDIAN

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.

Name of Parent/Guardian: _____

Relationship: _____ Contact No: _____

Home Address: _____

_____

Postcode: _____ Town/City: _____ State: _____

Company: _____ Occupation: _____

Email Account: _____ Office No: _____

Signature of Parent/Guardian: _____ 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 Enrolment Application Form

□ Personal Particulars
□ Last Academic Qualification
□ General Information
□ Accommodation
□ Medical Condition/Disability
□ Declaration and Signature
□ Declaration by Parent/Guardian/Sponsor

B. Documents

□ One Photocopy of certified I.C. (both sides)
□ One Photocopy of certified Birth Certificate
□ Two Passport Sized Photographs (1 Hardcopy + 1 Softcopy)
□ One Photocopy of certified Academic Certificate (SPM/UEC/Others)

C. Other Forms

□ KLT Financial Assistance
□ Hostel Application Form (only applicable to outstation student)

D. Payment

□ Cash □ Cheque □ Bank Transfer

Note: For an outstation student's application, please send the enrolment application form and all the relevant documents together with the proof of payment to KLT by courier service. Fax or email of the form and documents **will not be accepted**.

I. TERMS AND CONDITIONS

1. Application Procedure

1.1 Complete and return the Application Form together with the relevant documents.
1.2 Non-refundable [1]Registration Fee of RM100 must be paid for application to be processed.
1.3 The enrolment criteria and regulations may be changed from time to time at the discretion of the College.
1.4 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

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** 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 sitting for the final exam.
2.5 Students entitled to the KLT Financial Assistance will have to pay the [1]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.

[1]Registration Fee – the registration fee of RM100 is being waived.

3. Withdrawal from an Academic Program

3.1 Any **active** student's withdrawal must be **made officially** with the Registry Department by using the prescribed form. The student will have to **return** 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:

Date of withdrawal	Amount of tuition fees refundable
I. ***Before*** the commencement date	100%
II. ***Before the end of the SECOND week*** from the commencement date	50%
III. ***After the end of the SECOND week*** 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 Department 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 weeks 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:

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

5. Deferment / dropping of subject (s)

5.1 Students are **not** allowed to defer/drop their prescribed subjects unless approved by the College.

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