

Application Form



SEGi
University



SEGi
College
Kota Damansara

For Office Use only

Checklist

Registration Date :
Programme :
Intake :
Full Time/Part Time :
English requirement :
Self Funding/PTPTN :
Discount :
Registration Fee (RM) :
Counsellor :

- Copy of NRIC/Passport
- Copy of Certificate/Transcript
- Resume/CV
- Partner University Application Form
- University Approval/Exemption

PART A: Personal Details (IN BLOCK LETTERS)

Salutation	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	
Name per IC	_____				Please affix a passport sized photograph
NRIC	_____				
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 <u> d d m m y y y y </u>			
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 _____			
Correspondence Address	_____				

Postcode	_____	City	_____		
State	_____	Country	_____		
Mobile	_____	Telephone	_____		
Email	_____				
Permanent Address	_____				
(if differ from above address)	_____				

Postcode	_____	City	_____		
State	_____	Country	_____		
Parent / Guardian Name	_____				

	NRIC/Passport _____				
Correspondence Address	_____				

Mobile	_____	Telephone	_____		

PART B: Programme Application (Please (✓) The Programme You Are Applying For)

SEGi University

Foundation

- Arts
- Science

Postgraduate

- DBA (Doctor of Business Administration)
- PhD (Management) by Research
- PhD (Information Technology) by Research
- PhD (Education) by Research
- PhD (Engineering) by Research
- MSc in Management by Research
- MSc in Engineering by Research
- MSc in Information Technology by Research
- MSc in Vision Science by Research
- MSc in Education by Research
- MSc Engineering Management
- Master of Art in Corporate Communication
- Master of Accountancy
- Master in Financial Planning
- Master of Business Administration (General Management)
 - Double Certificate with University of Central Lancashire, UK
- Master of Business Administration (Global Business)
 - Double Certificate with University of Central Lancashire, UK
- Master of Business Administration (Finance)
- Master of Business Administration (Marketing)
- Master of Business Administration (Human Resource Management)

Health Sciences

- Bachelor of Medicine, Bachelor of Surgery (MBBS)
- Bachelor of Dental Surgery
- Bachelor of Optometry (Hons)
- Bachelor of Pharmacy (Hons)
- Bachelor of Biomedical Science(Hons)

Communication & Creative Design

- Bachelor of Mass Communication (Hons)*
 - Advertising
 - Broadcasting
 - Public Relations
- BA (Hons) Visual Communication Design
- BA (Hons) Multimedia Design
- Bachelor of Arts (Hons) English and Public Relations*

Business & Accounting

- Bachelor of Accounting and Finance (Hons)*
 - Articulate to University of Central Lancashire, UK
- Bachelor of Business Management (Hons)*
 - General Management
 - Articulate to University of Central Lancashire, UK
 - Digital Marketing
 - Human Resource Management
 - Financial Management
- Bachelor of Accounting (Hons)*

Engineering & The Built Environment

- BSc (Hons) Architecture
- Bachelor of Chemical Engineering with Honour*
- Bachelor of Electronic and Electrical Engineering with Honour*
- Bachelor of Mechanical Engineering with Honour*
- Bachelor of Civil Engineering with Honour*
- Bachelor of Science (Hons), Quantity Surveying
- BA (Hons) Interior Architecture

Technology & Innovation

- Bachelor of Computer Sciences (Honours) in CyberSecurity
- Bachelor of Information Technology (Hons)*
 - Computer Networks
 - Business Systems Design
 - Software Engineering

Education

- Bachelor of Education (Hons)*
 - Early Childhood Education
 - Teaching English as a second Language (TESL)
 - Special Needs Education
 - Guidance and Counseling

Hospitality & Tourism

- Bachelor of Hospitality Management (Hons)*

*** Double Degree with University of Central Lancashire, UK**

SEGi College Kota Damansara

Diploma

- | | |
|---|--|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Business Administration |
| <input type="checkbox"/> Mass Communication | <input type="checkbox"/> Early Childhood Education |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Hotel Management |
| <input type="checkbox"/> Restaurant Management | <input type="checkbox"/> Culinary Arts |

Others if not stated above

Specialisations / Major

Mode of Study Full Time Part Time

Date / / / / / /

PART C: Educational Qualifications

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

PART D: English Language Proficiency

Applicants who wish to study programmes taught in English must meet the individual programmes 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 E: Work Experience (If Applicable)

Company	Position	From (year)	To (year)

PART F: Financial Arrangements

How do you expect to be financed during your studies?

- Self Finance
 PTPTN
 Scholarship
 EPF
 Sponsorship
 Other _____

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

PART G: Supporting Document Checklist

To ensure you receive a quick response to your application, please enclose the following documents:

- Non-refundable Registration fee of RM500 (cheque should be payable to SEGi University Sdn Bhd or SEGi College (KD) Sdn Bhd)
 1 copy of colour passport-size photograph
 1 copy of identification card
 Curriculum vitae and a 100 word write-up detailing work experience for MBA applications (if applicable)
 1 certified true copy of academic certificate/transcript for the following qualifications:
 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 H: 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 :

3. Name>Nama :

Relationship/Hubungan :

4. Name>Nama :

Relationship/Hubungan :

5. Name>Nama :

Relationship/Hubungan :

6. 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 I: Applicant Consent and Declaration

I declare that the information provided by me in connection with this application is true and correct. I undertake to inform SEGi University/SEGi College Kota Damansara immediately of any changes in address, phone number and any other information provided by me in this application.

I understand that SEGi University/SEGi College Kota Damansara reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree and consent to be bound by the Terms and Conditions on Admission (See APPENDIX).

I have also read the Privacy Notice and consent to the collection and processing of my personal data in the aforesaid manner.

Name/*Nama* :

Applicant Signature

Date/*Tarikh* d , d , m , m , y , y , y , y ,

Parental/Guardian's Consent to Privacy Notice (only if applicant is below 18 years old)

I have read the Privacy Notice and consent to the collection and processing of my child's/ward's personal data in the aforesaid manner.

Name/*Nama* :

Signature of Parent or Guardian

Date/*Tarikh* d , d , m , m , y , y , y , y ,

PART J: Recruitment Office (For Office Use Only)

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

Payment Mode Self Finance PTPTN
 Scholarship EPF
 Sponsorship Other _____

Instalment Plan Monthly Yearly

Instalment Plan Code [_____]

Counselled by _____ Date d , d , m , m , y , y , y , y ,

For Bursary Use Only

Student ID SCM _____

Receipt No _____

Received by _____

Date d , d , m , m , y , y , y , y ,

Remarks _____ Detail _____

Promotion Scheme Preview
 Scholarship Others
 Open Day Friend 2 Friend

Introducer Name _____

Introducer Contact _____

Introducer Programme _____

Authorised Signature

Date d , d , m , m , y , y , y , y ,

PART K: Registry and Admissions Office (For Office Use Only)

Full Offer Conditional Offer Rejected

Registry's Remarks & Recommendations

Authorised Signature

Date / / / / /

PART L: Faculty (If Required)

Faculty Remarks & Recommendations (if required)

Authorised Signature

Date / / / / /

APPENDIX

TERMS AND CONDITIONS ON ADMISSION

The admission into any institution within the SEGi University and Colleges is subject to the following terms and conditions:

DEFINITION:

Unless otherwise defined herein, the following expressions shall have the definitions set out below:

- Partner University : An educational or training institution working in collaboration with any SEGi Institution offering a Programme for delivery at any SEGi Institution.
- Programme : Any programme or course of whatever duration offered by and delivered at any SEGi Institution whether or not in collaboration with any Partner University.
- Programme Subject : The courses or subjects within a Programme.
- SEGi Institution or SEGi : Any educational or training institution within the SEGi University and Colleges in which a student may apply to enroll or is enrolled with.
- Working days : All references to working days herein mean a day on which banks are open for business in the relevant state in Malaysia where the relevant SEGi campus to which the student is enrolled in or intending to enroll in.

A. FEES

1. All fees and/or charges payable with respect to the Programme undertaken must be paid in full by the due date. No fees should be paid to anyone except to SEGi itself. No agent has been authorised to collect fees on SEGi's behalf and SEGi will not be responsible to anyone for any monies paid to any other party other than SEGi.
Fee payment can be made by cash, cheque, bank draft and credit card. Students need to quote their name and Student number (where available) when making payment.

2. Refund of Security Deposits

Security deposits paid is refundable less deduction for any damage and/or loss suffered by SEGi due to any fault of the Student (e.g. damage to property, etc), free of interest. In order to claim the refund, the Student is required to submit the Refund Form for approval by SEGi within sixty (60) days of completion of or termination from the Programme, or approval to withdraw from the Programme. Failure to do so will result in the deposits being forfeited.

3. Refund of Tuition Fees and/or charges

All (i) Tuition Fees, (ii) laboratory, facilities, e-Resources, PPD fees ("Facility Charges"), (iii) application, registration, administration, commitment (if any), visa application and other fees/charges (e.g. insurance premiums) ("Administrative Charges") paid are non-refundable and non-transferable, unless the Student's written request for refund (by completing and submitting the Refund Form) is **approved** by the respective SEGi Institution's Management and shall be subject to the following conditions (unless waived or varied by the SEGi Institution's Management on a case by case basis):

3A. Where a Student wishes to **withdraw** from commencing his Programme or **discontinue** studying his Programme:

Tuition Fees

- (i) If the written notice requesting to **withdraw** is received from the Student **BEFORE** the **Intake Date**^{*}, a full refund on the Tuition Fees shall be made, free of any interest.

^{*}Note : "Intake Date" refers to the Programme commencement date of the relevant intake which the Student has registered for. e.g. Student has registered for the June 2013 intake of Programme which is to commence on 1st June 2013, hence the 1st June 2013 is the intake date.

- (ii) If the written notice requesting to **withdraw** from commencing the Programme or to **discontinue** studying the Programme is received from the Student at any time **AFTER** the **Intake Date**:

- (a) In relation to the Programmes Refundable based on Semesters^{*}, there shall be no refund of such portion of the Tuition Fees allocated as the value of the Tuition Fees for that running semester^{**}. Only the balance^{***}, if there is any, not exceeding an amount equivalent to 50% of that academic year's value of Tuition Fees, is refundable.

Notes:

^{*} : "Programmes Refundable based on Semesters" refers to programmes where Programme Subjects/Courses or numbers of Subjects/Courses are fixed for each Semester. Refund will be apportioned according to remaining semesters paid for. Such programmes are Bachelor of Medicine, Bachelor of Surgery, Bachelor of Dental Surgery, Diploma in Nursing, Diploma in Medical Laboratory Technician, Diploma in Environmental Health, Diploma in Physiotherapy, Diploma in Healthcare, Diploma in Healthcare Management, A-Levels, Diploma in Laws, Bachelor of Laws (University of London) as may be prescribed by the relevant SEGi Institution [Please consult the relevant SEGi Institution for the list of Programmes Refundable based on Semester as it is applicable to that SEGi Institution.]

^{**} : There shall be no refund for the **whole of the running semester**, regardless at which stage of the semester the Student withdraws or discontinues the Programme.

^{***} : i.e Tuition Fees allocated as the value (or part of the value) of the Tuition Fees for the future semester.

(b) In relation to Programmes Refundable based on Programme Subjects*, there shall be no refund of Tuition Fees allocated as the value of the Tuition Fees for Programme Subjects taken** by the Student in that running semester. Only the balance***, if there is any, not exceeding an amount equivalent to 50% of that academic year's value of Tuition Fees, is refundable.

Notes:

* : "Programmes Refundable based on Programme Subjects" refers to programmes delivered based on Programme Subjects taken up by Student each semester.

** : A Programme Subject is regarded as taken by the Student if (i) the Student has registered for the Programme Subject; and (ii) the semester in which that Programme Subject is to be taught has commenced; and (iii) regardless of whether the teaching of the Programme Subject had in actual fact commenced or whether Student attends any classes of that Programme Subject.

*** : i.e. Tuition Fees allocated as value (or part of the value) of the Tuition Fees for Programme Subjects to be taken in future semester(s).

(iii) In the event there shall be any shortfall between the Tuition Fees paid and the actual amount in Tuition Fees utilised by the Student (calculated in the manner set out in paragraph 3A (ii) above), there shall be no refund and the Student shall be required to pay the shortfall notified to the Student.

Facility Charges and Administrative Charges.

(iv) The general rule is that, Facility Charges and Administrative Charges paid are non-refundable but the respective SEGi Institution's Management reserves the right, at their absolute discretion to waive or vary this rule and refund all or part only of the Facility Charges and/or Administrative Charges, to be considered on a case by case basis. The decision of the respective SEGi Institution's Management whether or not to refund is deemed final.

3B. Where a Student wishes to defer his Programme:

(i) Under **special circumstances**, the Student may request in writing to defer the Programme, but subject to the following:

(a) (i) In the case of International Students, where class has not yet commenced and Student has not yet arrived in Malaysia to undergo study: or

(ii) In the case of Local Students, where class has not yet commenced:

Approval of Principal/Registrar shall be required for the deferment and the Student is not allowed to defer for more than one (1) year from when he first registered for the Programme.

(b) (i) In the case of International Students, where the Student has arrived in Malaysia, and class has not yet commenced, or has commenced but Student has yet to join the class; or

(ii) In the case of Local Students, where class has commenced but Student has yet to join the class:

Approval of Principal/Registrar shall be required for the deferment and the Student is not allowed to defer for more than six (6) months from when they first registered for the Programme.

(c) (i) In the case of International Students, where the Student has arrived in Malaysia, class has commenced and has joined the class: or

(ii) In the case of Local Students, where class has commenced and has joined the class:

Approval of the Head of School endorsed by the Principal/Registrar shall be required, and the Student is not allowed to defer for more than three (3) consecutive semesters.

If a Student defers for more than the stipulated duration, all fees paid may be forfeited (unless waived by the Principal/Registrar.)

(ii) Where a deferment is approved in the manner stated at paragraph 3B(i) above, one hundred percent (100%) of the unutilised Tuition Fees, Facility Charges, and Administration Fees so paid shall not be refunded but shall be held by SEGi and will be credited (without any interest accruing) towards the payment of the fees and/or charges payable when the Student shall take the deferred Programme.

(iii) SEGi may require the Student to top-up any shortfall in fees and/or charges should the fees and/or charges have increased at the point in time when the Student commences or continues his Programme at a later date.

(iv) During the period of a Student's deferment of a Programme, SEGi reserves the right to make any changes or modification to the Programme including changes to the Programme design, structure, content, mode of delivery or even discontinuing parts of or the entire Programme without incurring any liability against the Student. Where changes to the Programme do not differ materially from the Programme offered to the Student prior to deferment, the Student shall agree to take/continue the Programme in its modified state. In the event changes to the Programme render the Programme materially different from what was offered to the Student prior to deferment, or if the Programme is discontinued entirely, SEGi shall be entitled to discharge the Student from the Programme and refund monies paid in accordance to the refund policies stated in paragraph 3A.

4. For the avoidance of doubt, all monies paid to the Partner Universities, or collected by SEGi on behalf of a Partner University shall be subject to the refund policy of that other entity. SEGi shall bear no responsibility or duty to obtain any refund on behalf of the Student from that Partner University. If SEGi has paid to the Partner University under its Partner University Agreement for the students' enrollment with the Partner University and the amount is non-refundable, then SEGi has no duty to refund such payments to the students for whatever reason.

5. In the event of non-payment or late payment of any fees or any part thereof without prior written approval from the Principal/Registry, SEGi has the right without further notice,

(i) to charge administrative charges on each day of default from the date payment is due until date of settlement of the fees. [Please consult the relevant SEGi Institution for the amount of administrative charge applicable to that SEGi Institution]; and/or charge a reactivation fee;

(ii) to bar the Student from using its facilities and/or attending classes and/or withholding submission of answer scripts/assignment for marking or withholding examination results, transcripts or certificates and/or suspend provision of any services, and/or take such action as it deems appropriate.

(iii) to suspend or terminate the student from the programme. In the case of International Students, to notify the relevant immigration authorities for cancellation of study visa;

(iv) to take such other recovery measures including commencing legal proceedings or notifying credit reporting agencies (such as CTOS)

6. If the fees and/or charges paid exceed the amount payable for a semester, the additional amount paid will be credited (without any interest accruing) towards the payment for the next semester. A refund of the additional amount of fees and/or charges paid will not be made until the completion of the Programme or unless the Student withdraws from commencing or discontinues studying the Programme (where refund will be conducted in accordance to paragraph 2 and 3 above). The additional amount of fees paid will be refunded, free of interest. The Student must fill in the Refund Form for approval by SEGi to claim the refund within 60 days from the Student leaving the Programme or else the amount will be forfeited by SEGi.

7. Outstation cheques must include bank commission of 0.03% (or as varied by the bank from time to time) of the cheque amount or a minimum of RM0.50, whichever is the greater.

8. Published fees are based on a full load of subjects in a Programme taken on full time study. Where a non-standard load of subjects is taken, the relevant exemption rebate (in case of exemption of subjects) or additional fee (in case of addition of subjects) may apply in calculating the total fees payable. The fees may vary also if the mode of study is other than full time study.

9. In the event of a Student wishing to change the Programme, the Student shall be required to make the **request in writing** to the Dean/Head of Faculty/School/Centre of SEGi. No change of Programme will be allowed unless the prior approval by the Dean/Head of Faculty/School/Centre is obtained. The amount of Tuition Fees, Facility Charges and Administrative Charges paid for the first Programme shall be transferable to the second Programme subject to the following conditions:

(i) If the written notice requesting to change the Programme was received **BEFORE Intake Date** of the first Programme, one hundred percent (100%) of the Tuition Fees, Facility Charges and Administrative Charges, so paid shall be credited towards the payment of the Tuition Fees, Facility Charges and Administrative Charges payable for the second Programme.

- (ii) If the written notice requesting to change the Programme was received **AFTER Intake Date** of the first Programme the proportionate amount of the Tuition Fees:
- consumed for the first Programme will be deducted and the balance shall be transferred to the second Programme.
 - The Facility Fees and Administrative Charges for the first Programme however, shall be forfeited.
- (iii) The Student shall be required to top-up the Tuition Fees if there is a shortfall for the second Programme. The Student shall be required to pay the Facility Charges and Administrative Charges for the second Programme.

B. ADMISSION ON FORECAST RESULTS

- If a Student is accepted into a Programme with forecast/trial results and later the actual results is below the forecast/trial results causing the Student not being able to fulfill the entry requirements for his Programme, then the Student may be required to leave the Programme, unless (if applicable) the Student is able to satisfy other conditions stipulated to enable entry into the Programme.
- If a Student is required to leave the Programme for the foregoing reasons, the Student may enroll for another Programme with SEGi with his qualification. If the Student so enrolls, all Tuition Fees, Facility Fees, Administration Charges paid shall be transferred to the new Programme. The Student shall be required to top-up the Tuition Fees, Facility Fees or Administrative Charges if there is a shortfall.
- If a Student is required to leave the Programme for the foregoing reasons, and does not wish to enroll into another Programme with SEGi, then paragraphs 3 to 8 above shall apply respectively for the refund, less any deduction (if any) for damage and/loss suffered by SEGi due to any fault of the Student (e.g damage to property, etc)

C. NON COMMENCEMENT OF PROGRAMMES

In the event SEGi is of the opinion that it is not viable for whatever reasons (including cohort size), to commence any proposed Programmes or Programme subjects/courses, SEGi reserves the right not to commence, discontinue or defer the commencement of such Programmes or Programme subjects/courses. Appropriate refund, free of interest, shall be made if a Programme is discontinued.

D. ADMISSION OR TRANSFER

The completion of each year/level of the Programme does not necessarily give the Student automatic progression in the same Programme or admission or transfer into another Programme in SEGi or the respective Partner University. The Student shall be required to comply with the enrolment, progression or transfer requirements and procedures stipulated by SEGi or the Partner University from time to time.

E. NOTICE

All letters, receipts, invoices, notices and other correspondences to the Student (where applicable including to person(s) concerned over the Students' wellbeing, welfare, progress of Students' studies such as parents, family members, embassies or consulates of the Students' home country ("Concern Person") shall be deemed sufficiently served if delivered,

- by hand to the Student (and, where applicable, to the Concern Person); or
- by ordinary post to the Student (and, where applicable, to the Concern Person) at the last known correspondence address;

and shall be deemed to have been received by the Student (and, where applicable, by the Concern Person) upon delivery if delivered by hand to the Student (and, where

applicable, to the Concern Person) or within five (5) working days of postage if delivered by post.

Where appropriate or deemed expeditious, SEGi may correspond with Students (and, where applicable, with the Concern Person) by way of electronic mail and may follow up on important notices by sending the written notice by hand to the Student or by ordinary post to the Student (and, where applicable, to the Concern Person).

F. IMMIGRATION

It is the duty and responsibility of the Student to obtain the relevant pass/visa/permission from the immigration authorities to study in Malaysia (for international students studying in Malaysia) or to study or train/continue studies or training outside Malaysia (for SEGi Students transferring to Partner Universities, undergoing practicum outside Malaysia, etc)

International Students studying in Malaysia must abide by the rules, directions and advise provided by SEGi (including by the department in charge of International Student affairs) and SEGi shall not be responsible for any breach by Students resulting in immigration action being taken against the Student.

G. RULES AND REGULATIONS, STUDENT HANDBOOK, TERMS AND CONDITIONS, ETC.

In addition to these Terms and Conditions on Admission, the Student must comply with and abide by the relevant laws and regulations, SEGi's Constitution, Rules and Regulations, Student Handbook and other directions, rulings and decisions of SEGi, its lecturers, tutors and administrators (including rules of conduct and discipline, rules applicable to International Students, rules on facility usage, e.g hostel rules, car park rules, library rules, laboratory rules, etc) ("Student Rules"). In the event of non-compliance by the Student of any relevant laws and regulations, Student Rules or these Terms and Conditions on Admission, SEGi shall reserve the rights to take such action it deems necessary against the Student including disciplinary action and/or barring the Student from using its facilities and/or attending classes and/or withholding the submission of answer scripts/assignment for marking, or withholding examination results, transcripts, or certificates and/or suspend provision of any service and/or take such action as it deems appropriate.

If the Student is registered for any Programme with any other Partner University via SEGi, the Student must also comply with and abide by the rules and regulations, student handbook, other terms and conditions, directions, rulings and decisions of that Partner University.

The processing of personal data will be in accordance to SEGi Privacy Policy and Students must take note of the SEGi's Privacy Notice and Privacy Policy (available at www.segi.edu.my)

H. VARIATION, ETC

SEGi reserves the right at its sole discretion to amend, vary or modify any or all fees and/or charges including (and not limited to) the Examination Fees and Re-take/Resit/Repeat Fees, certificate fees, transcript fees, endorsement fees from time to time, without notice. Any errors or omissions in fee schedules given to students (if any) are excepted.

SEGi reserves the right at its absolute discretion, to vary or disapply any of these Terms and Conditions on Admission and the Student Rules without notice.



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