

**DECLARATION FORM**

**NAME:** \_\_\_\_\_

**IC / PASSPORT NO:** \_\_\_\_\_

**PROGRAMME & INTAKE:** \_\_\_\_\_

**TERMS AND CONDITIONS OF ADMISSION**

1. Commencement date at Methodist College Kuala Lumpur (*hereinafter referred to as 'the College'*) is the 1st day of orientation.
2. All students are automatically members of the student society of their respective programmes and will need to meet the attendance requirements.
3. All students are required to complete the compulsory subjects of Character Formation and Service Learning as part of the College's requirement.
4. All applications are to be submitted with the required Application Fee and Booking Fee/Admission Deposit payments.
5. Applicants who have paid the Application Fee and Admission Deposit will not be guaranteed a place in the programme unless the full payment of 1<sup>st</sup> semester fees is made at least 7 calendar days before commencement date of the programme he/she is formally registered in.
6. Refund policy:
  - a) The **Application Fee** is not refundable under any circumstances.
  - b) Applicants who withdraw before the commencement date are required to submit the **Application for Refund before Programme Commencement** form to the Registrar's Office (via email / hardcopy) in order to receive the refund.
  - c) Applicants who are awarded **100% Merit Scholarship** will not be entitled for any refund if they withdraw from the programme of study either before commencement or before completion of the programme.
  - d) Applicants who withdraw within 14 calendar days from commencement date will only be refunded **50% of fees paid** (*minus Application Fee, Laboratory Fee and Admission Deposit*).
  - e) Applicants who withdraw after 14 calendar days from commencement date will not be entitled to any refund.
  - f) The refund policy for applicants under the MCKL Merit Scholarship, Special Scholarship and other awards is according to the Terms & Conditions of the respective MCKL Merit Scholarship, Special Scholarship and other awards.
  - g) All withdrawals after commencement of the programme of study are subject to the provisions of the Student Handbook.
  - h) If a student drops any A Level subject, the refund if any will be subject to the provisions of the Student Handbook.
  - i) The **Admission Deposit** is refundable only upon completion of programme, less any amount chargeable due to unreturned library books, fines, unpaid damages, fees, etc. Students must submit the Admission Refund Deposit form within 30 calendar days of his/her last exam paper.
7. Applicants who transfer from a programme of study or intake and then enrol into another programme or intake in the College before commencement of the original programme or intake, are eligible to have their fees transferred to the new programme of study or intake (*minus Application Fee*).
8. Applicants are required to update the Registrar immediately upon any change(s) to personal data and/or that of his/her parents/guardians.
9. Applicants give the College the right to use his/her personal data and achievement records for any publicity and/or promotion material of the College. The scope of usage include, but is not limited to, the publishing of good examination results, the award of a prize or scholarship, any outstanding achievements, academic or otherwise, and access to his/her personal data by the Alumni Association of the College.

**DISCLOSURE**

Are you a recipient or are you planning to apply for any external scholarships or loans? If yes, please state the name of the company or organization.  Yes  No

Do you have any existing physical or emotional health problems that are certified by a legally qualified medical practitioner? If yes, please provide details.  Yes  No

**DECLARATION AND SIGNATURE**

|   |  |
|---|--|
| <p><b>DECLARATION BY APPLICANT:</b></p> <ol style="list-style-type: none"> <li>1. I have read, understand and fully understood all the terms and conditions of admission.</li> <li>2. I acknowledge that the information given in this form and the attached documents are true and complete. The College reserves the right to reject my application or withdraw my enrollment at any time if any information is found to be incorrect and/or incomplete.</li> <li>3. I agree to comply with and abide by the College rules and regulations in academic, administrative and examination matters.</li> <li>4. I allow the College to have access to my results from the relevant examination board for academic, administrative, publicity and statistical purposes.</li> <li>5. I allow the College to release my academic results and progress reports to my parents/guardian.*</li> <li>6. I have discussed all the above terms and conditions and disclosures with my parents/guardian*, understand its meaning and fully agree with it.</li> </ol><br><p>_____<br/><b>Signature of Applicant</b></p> <p><b>Name:</b> .....</p> <p><b>NRIC/Passport No.</b> .....</p> <p><b>Date :</b> .....</p> <p>(* Applicable to applicants under age of 18 on the commencement date of programme.)</p> | <p><b>DECLARATION BY PARENT/GUARDIAN OF APPLICANTS BELOW 18 YEARS OF AGE ON THE COMMENCEMENT DATE OF THE PROGRAMME:</b></p> <ol style="list-style-type: none"> <li>1. My son/daughter/ward and I have read, understood and fully agree with all the terms and conditions of admission as stated above.</li> <li>2. I agree to pay all the fees due before the stated deadline.</li> <li>3. I understand that the College has the right to bar my child/ward from attending classes due to non-payment of fees.</li> <li>4. I acknowledge that the information given in this form and the attached documents are true and complete. The College reserves the right to reject this application or withdraw the enrollment of my son/daughter/ward at any time if any information is found to be incorrect and / or incomplete.</li> </ol><br><p>_____<br/><b>Signature of Parent/Guardian</b></p> <p><b>Name:</b> .....</p> <p><b>Relationship to Applicant</b> .....</p> <p><b>NRIC/Passport No.</b> .....</p> <p><b>Date :</b> .....</p> |
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All cheques must be crossed and addressed to **METHODIST COLLEGE KUALA LUMPUR (Public Bank Account No.: 3153-4483-00)**.  
If deposits and / or payments are made via direct bank transfer, please enclose bank-in slip as proof of payment. Applicants may also fax payment slip as proof of payment, providing the student's name, NRIC number and programme to (603)2273 6102 or e-mail to [finance@mckl.edu.my](mailto:finance@mckl.edu.my)

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