

A Level Prep Programme Declaration Form

1. According to a directive from the Ministry of Education, students can enrol into a pre-university course of study that require SPM results as an entry requirement with a conditional offer using their forecast results upon the completion of the SPM examinations, and only formally register in the pre-university course after the actual SPM results are released and the entry requirements are met.

In line with this directive, MCKL is running an **A Level Prep Programme** beginning in January 2020 for 9 weeks where students who have completed their SPM examinations can enrol based on their forecast SPM results.

2. The A Level Prep Programme features preparatory classes for A Level subjects and a variety of enrichment courses aimed at better preparing students for their A Level studies. The classes and course activities are as follows:

Courses	Description	Remark
Subject Prep	Preparatory classes to fully prepare students for their selected A Level subjects once the CAL@MCKL programme officially starts in March 2020	Subjects intended to enrol at A Level
Character Formation	Developing core ethical values in the formation of character through group projects and community-service programme, in line with the core values of the College	Compulsory
Language and Critical Thinking	This course aims to equip students with the necessary language skills to engage critically with a range of contemporary issues through the analysis and creation of texts in various forms.	Compulsory
Science In Action	This course is designed to expose students to applications of theoretical science in real-life situations. It engages students in the learning process as they understand the usefulness of science skills taught beyond school and university.	Compulsory
Entrepreneurship	The purpose of this course is to open students' minds to the possibilities, the challenges, and the rewards of owning their own businesses.	Compulsory
Student Activities	Orientation Camp & other activities	Compulsory

3. Students who **successfully complete the A Level Prep Programme** will have the following benefits:
 - a) Eligibility to enrol for Further Mathematics for March 2020 (provided other requirements are met) in the A Level programme.
 - b) Eligibility to apply for Merit Scholarships using their forecast or trial results, and have the option of upgrading their scholarship if they achieve better grades in their official SPM results in March 2020.
 - c) **Application Fee** and the **paid Student Activities Fee** to be carried forward into the first semester of the A Level programme, and eligible for a **discount of RM1500**, if the student formally registers in the A Level programme commencing in March 2020. (*the discount does not apply to 100% scholarship recipients*)
 - d) **Booking Fee** carried forward as **Admission Deposit**. The Admission Deposit is refundable only after the student completes his/her A Level/AUSMAT programme.

4. The fees for the A Level Prep Programme are as follows:

Upon Application	RM	Upon Confirmation (after receiving offer letter)	RM
Application Fee	500	Course Fee	1500
Booking Fee	500	Student Activities Fee	400
Total:	1000	Lab Fee (RM 100 per science subject)	0 - 300
			1900 – 2200

TERMS AND CONDITIONS OF A LEVEL PREP PROGRAMME

1. Commencement date of the programme at Methodist College Kuala Lumpur (*hereinafter referred to as 'the College'*) is the first day of Class.
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 as part of the College's aim to provide a holistic education.
4. All applications for the MCKL A-Level Prep Programme have to be submitted with the appropriate Application Fee and Booking Fee. At the same time, the Application Form for their A-Level programme has to be submitted.
5. Applicants who have paid the Application Fee and Booking Fee will not be guaranteed a place in the programme unless full payment is made at least 7 calendar days before the commencement of the A-Level Prep Programme.
6. Students must **successfully complete** the MCKL A-Level Prep Programme with a minimum attendance record of 80%, in order to enjoy any of the benefits as listed in Section 3 of the course outline on the previous page.
7. Refund policy:
 - a) The **Application Fee** is not refundable under any circumstance.
 - b) Applicants who withdraw within 14 calendar days after commencement date of the MCKL A-Level Prep Programme will only be refunded **50% of the fees paid** (*minus Application Fee, Laboratory Fee and Booking Fee*)
 - c) Applicants who withdraw **after** 14 calendar days from the commencement date of the A-Level Prep Programme will not be entitled to any refund.
 - d) Applicants who wish to withdraw before the commencement date must fill in the **Application for Refund Before Programme Commencement** form to the Registrar's Office (via e-mail / hardcopy) in order to receive the refund.
 - e) Applicants who are awarded **100% Merit Scholarship** will not be entitled for any refund if they withdraw from the A-Level Prep Programme either before commencement or before completion of the programme of study.
 - f) All fees carried forward from the MCKL Pre-U Prep Programme into the first semester are not refundable under any circumstances.
 - g) Applicants who have completed the A-Level Prep Programme and paid the balance tuition fee for their programme's first semester are not entitled to any refund should they decide to withdraw from the programme.
 - h) The refund policy for applicants under the MCKL Merit Scholarship, Special Scholarship and other awards is according to the Terms and Conditions of the respective MCKL Merit Scholarship, Special Scholarship and other awards.
 - i) All withdrawals after commencement of the programme of study are subject to the provisions of the Student Handbook.
 - j) If a student drops any A-level subject, the refund, if any, will be subject to the provisions of the Student Handbook.
8. 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*)

DECLARATION AND SIGNATURE

<p>DECLARATION BY APPLICANT:</p> <ol style="list-style-type: none"> 1. I have read, understood and fully agree with the terms and conditions of admission as stated above. 2. I acknowledge that the information given in this form and the attached documents is true and complete. The College reserves the right to reject or withdraw my application if any information is found to be incorrect and/or incomplete. 3. I agree to comply with and abide by (but not limited to) the College rules and regulations in academic, administrative and examination matters. 4. I allow the College to access my results from the relevant examination board for academic, administrative, publicity and statistical purposes. 5. I allow the College to release my academic results and progress reports to my parents/guardian.* 6. I have discussed all the above terms and conditions with my parents/guardian.* <p>_____ Signature of Applicant</p> <p>Name:</p> <p>Programme:</p> <p>Intake:(year).....(month)</p> <p>NRIC/Passport No.</p> <p>Date :</p> <p>(* Applicable to applicants under age of 18 on the commencement date of programme.)</p>	<p>DECLARATION BY PARENT/GUARDIAN OF APPLICANTS BELOW 18 YEARS OF AGE ON THE COMMENCEMENT DATE OF THE PROGRAMME:</p> <ol style="list-style-type: none"> 1. My son/daughter/ward and I have read, understood and fully agree with all the terms and conditions of admission as stated above. 2. I agree to pay all the fees due before the deadline stated on the invoice. 3. I understand that the College has the right to bar my child/ward from lectures due to non-payment of fees. 4. I acknowledge that the information given and the attached documents are true and complete. The College reserves the right to reject or withdraw any application if any information is found to be incorrect and / or incomplete. <p>_____ Signature of Parent/Guardian</p> <p>Name:</p> <p>Relationship to Applicant</p> <p>NRIC/Passport No.</p> <p>Date :</p>
--	--

<p>Signature of Course Counsellor</p> <p>_____</p> <p>Name:</p> <p>Date:.....</p>	<p>Scholarship Details of Applicant:</p> <p>Remarks:</p>
--	---

TERMS AND CONDITIONS OF A LEVEL PREP PROGRAMME

1. Commencement date of the programme at Methodist College Kuala Lumpur (*hereinafter referred to as 'the College'*) is the first day of Class.
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 as part of the College's aim to provide a holistic education.
4. All applications for the MCKL A-Level Prep Programme have to be submitted with the appropriate Application Fee and Booking Fee. At the same time, the Application Form for their A-Level programme has to be submitted.
5. Applicants who have paid the Application Fee and Booking Fee will not be guaranteed a place in the programme unless full payment is made at least 7 calendar days before the commencement of the A-Level Prep Programme.
6. Students must **successfully complete** the MCKL A-Level Prep Programme with a minimum attendance record of 80%, in order to enjoy any of the benefits as listed in Section 3 of the course outline on the previous page.
7. Refund policy:
 - a) The **Application Fee** is not refundable under any circumstance.
 - b) Applicants who withdraw within 14 calendar days after commencement date of the MCKL A-Level Prep Programme will only be refunded **50% of the fees paid** (*minus Application Fee, Laboratory Fee and Booking Fee*)
 - c) Applicants who withdraw **after** 14 calendar days from the commencement date of the A-Level Prep Programme will not be entitled to any refund.
 - d) Applicants who wish to withdraw before the commencement date must fill in the **Application for Refund Before Programme Commencement** form to the Registrar's Office (via e-mail / hardcopy) in order to receive the refund.
 - e) Applicants who are awarded **100% Merit Scholarship** will not be entitled for any refund if they withdraw from the A-Level Prep Programme either before commencement or before completion of the programme of study.
 - f) All fees carried forward from the MCKL Pre-U Prep Programme into the first semester are not refundable under any circumstances.
 - g) Applicants who have completed the A-Level Prep Programme and paid the balance tuition fee for their programme's first semester are not entitled to any refund should they decide to withdraw from the programme.
 - h) The refund policy for applicants under the MCKL Merit Scholarship, Special Scholarship and other awards is according to the Terms and Conditions of the respective MCKL Merit Scholarship, Special Scholarship and other awards.
 - i) All withdrawals after commencement of the programme of study are subject to the provisions of the Student Handbook.
 - j) If a student drops any A-level subject, the refund, if any, will be subject to the provisions of the Student Handbook.
8. 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*)

DECLARATION AND SIGNATURE

<p>DECLARATION BY APPLICANT:</p> <ol style="list-style-type: none"> 1. I have read, understood and fully agree with the terms and conditions of admission as stated above. 2. I acknowledge that the information given in this form and the attached documents is true and complete. The College reserves the right to reject or withdraw my application if any information is found to be incorrect and/or incomplete. 3. I agree to comply with and abide by (but not limited to) the College rules and regulations in academic, administrative and examination matters. 4. I allow the College to access my results from the relevant examination board for academic, administrative, publicity and statistical purposes. 5. I allow the College to release my academic results and progress reports to my parents/guardian.* 6. I have discussed all the above terms and conditions with my parents/guardian.* <p>_____</p> <p>Signature of Applicant</p> <p>Name:</p> <p>Programme:</p> <p>Intake:(year).....(month)</p> <p>NRIC/Passport No.</p> <p>Date :</p> <p>(* Applicable to applicants under age of 18 on the commencement date of programme.)</p>	<p>DECLARATION BY PARENT/GUARDIAN OF APPLICANTS BELOW 18 YEARS OF AGE ON THE COMMENCEMENT DATE OF THE PROGRAMME:</p> <ol style="list-style-type: none"> 1. My son/daughter/ward and I have read, understood and fully agree with all the terms and conditions of admission as stated above. 2. I agree to pay all the fees due before the deadline stated on the invoice. 3. I understand that the College has the right to bar my child/ward from lectures due to non-payment of fees. 4. I acknowledge that the information given and the attached documents are true and complete. The College reserves the right to reject or withdraw any application if any information is found to be incorrect and / or incomplete. <p>_____</p> <p>Signature of Parent/Guardian</p> <p>Name:</p> <p>Relationship to Applicant</p> <p>NRIC/Passport No.</p> <p>Date :</p>
---	--

<p>Signature of Course Counsellor</p> <p>_____</p> <p>Name:</p> <p>Date:.....</p>	<p>Scholarship Details of Applicant:</p> <p>Remarks:</p>
---	---