

## **ADTP Bridging Course Outline 2019**

1. According to a directive from the Ministry of Education, students can enroll into pre-university programme 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 programme after the actual SPM results are released and the entry requirements are met.

In line with this directive, MCKL is running an **ADTP Bridging Course** beginning in January 2019 for the short semester where students who have completed their SPM examinations can enroll based on their forecast / trial SPM results.

2. The ADTP Bridging Course features preparatory courses and a variety of enhancement courses aimed at better preparing students for their tertiary studies in the United States of America. The courses include:-

<b>Orientation Dates</b>	4 <sup>th</sup> January, 2019 (Friday)	<b>Commencement Date</b>	7 <sup>th</sup> January, 2019 (Monday)
<b>Course Descriptions</b>			
<b>ENG 1300 English for Academic Writing 1 (3 cr)</b>  <i>*cr = credit hours</i>	The course is designed to build up students' metacognitive skills and consolidate their linguistic knowledge in preparation for academic writing. Students' knowledge of grammar and language structure will be reinforced to help them achieve language accuracy. They will also be taught effective writing strategies to enable them to write clearly and concisely. A content-based approach is adopted and readings are incorporated to develop their critical thinking skills as well as facilitate lexical and syntactic development.		
<b>SER 1300 Service Learning (2 cr)</b>	Lectures followed by mandatory 20 hours of community service.		
<b>Freshmen Seminar I – U.S. College Prep 101 (0 cr)</b>	This non-credit course is to prepare all freshmen to have a general understanding of college expectations and the importance of cultivating effective attitude towards college education in relation to their career development. This course also aims to promote better understanding of the American Education system and better adjustments as a college student for academic and non-academic excellence in Malaysia, as well as in the United States of America.		
<b>Student Activities</b>	Orientation Programme, Orientation Camp & other activities.		

3. The fees for the ADTP Bridging Course are as follows:

<b>Upon Application</b>		<b>Upon Confirmation (after receiving offer letter)</b>	
Application Fee	RM350	Bridging Course Fee	RM1,700
Booking Fee	RM500	Student Activities Fee	RM150
<b>Sub-Total</b>	<b>RM850</b>	Academic Resource Fee	RM150
		<b>Sub-Total</b>	<b>RM2,000</b>
		<b>Total</b>	<b>RM2,850</b>

4. Students who **successfully complete the ADTP Bridging Course** will have the following benefits:-
  - a) Eligibility to apply for Merit Scholarships using their forecast / trial results, and have the option of upgrading their scholarship if they achieve better grades in their official SPM results in March 2019.
  - b) **Application Fee, Student Activities Fee and Academic Resource Fee** to be carried forward when the student formally registers in the ADTP commencing in April 2019.
  - c) **Booking Fee** to be carried forward as **Admission Deposit**. The Admission Deposit is refundable only after the student completes minimum 24 credit hours.

### **FAQs**

**Q: Can I just wait until April to enroll?**

**A:** Yes, it is possible. However, please note that you will lose the benefits as listed above in section 4.

**Q: What happens if I do not want to enroll for the ADTP in April after completing the bridging course?**

**A:** There is no obligation to continue. However, please note that students who wish to carry on will enjoy several benefits, as listed in section 4.

**Q: Is the bridging course covered by any scholarship?**

**A:** Yes, with the condition that the student proceeds to formally register in the ADTP commencing April 2019 and continue his/her studies in MCKL.

**Q: Can I switch to a different programme upon completion of ADTP Bridging Course?**

**A:** No, because the nature of ADTP versus the nature other Pre-university programmes are different. You would have to begin from scratch.

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.dept@mckl.edu.my](mailto:finance.dept@mckl.edu.my)

**MCKL ADTP BRIDGING COURSE DECLARATION FORM**

**TERMS AND CONDITIONS OF ADTP BRIDGING COURSE**

1. Commencement date of the programme at Methodist College Kuala Lumpur (*hereinafter referred to as 'the College'*) is the first 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 attend the compulsory Service Learning modules as part of the College's aim to provide a holistic education.
4. All applications for the MCKL ADTP Bridging Course have to be submitted with the appropriate Application Fee and Booking Fee. At the same time, the application for admission to the ADTP 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 MCKL ADTP Bridging Course.
6. Students must **successfully complete** the MCKL ADTP Bridging Course and meet the minimum attendance as required and stipulated in the Programme Handbook, in order to enjoy any of the benefits as listed in Section 4 of the ADTP Bridging Course outline on the previous page.
7. Refund policy:
  - a) The **Application Fee** is not refundable under any circumstance.
  - 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 e-mail / 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 ADTP Bridging Course or the ADTP either before commencement or before completion of the programme of study.
  - d) Applicants who withdraw within 14 calendar days from commencement date will only be refunded **50% of the fees paid (minus Application Fee, Laboratory Fee and Booking Fee)**.
  - e) Applicants who withdraw after 14 calendar days from commencement date will not be entitled to any refund.
  - f) All fees carried forward from the MCKL ADTP Bridging Course into the following semester are not refundable under any circumstances.
  - g) 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.
  - h) All withdrawals after commencement of the programme of study are subject to the provisions of the Student Handbook.
8. Applicants who transfer from a programme of study or intake and then enroll 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><b>DECLARATION BY APPLICANT:</b></p> <ol style="list-style-type: none"> <li>1. I have read, understand and fully agree with the terms and conditions of admission as stated above.</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 with my parents/guardian*, understand its meaning and fully agree with it.</li> </ol> <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><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, understand 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 and withdraw the enrollment of my son/daughter/ward at any time if any information is found to be incorrect and/or incomplete.</li> </ol> <p>_____ Signature of Parent/Guardian</p> <p>Name: .....</p> <p>Relationship to Applicant .....</p> <p>NRIC/Passport No. ....</p> <p>Date : .....</p>
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<p><b>Signature of Course Counsellor</b></p>  <p>_____ Name: .....</p> <p>Date:.....</p>	<p><b>Scholarship Details of Applicant:</b></p>  <p><b>Remarks:</b></p>
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  - f) All fees carried forward from the MCKL ADTP Bridging Course into the 1<sup>st</sup> semester are not refundable under any circumstances.
  - g) Applicants who have completed the MCKL ADTP Bridging Course 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 & Conditions of the respective MCKL Merit Scholarship, Special Scholarship and other awards.
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