

# APPLICATION FORM

Please complete ALL sections in this form. DO NOT leave any section blank.  
Write NA where not applicable.

Admission No.: .....

## SECTION A: PERSONAL INFORMATION OF APPLICANT

Full Name as per NRIC: .....

NRIC No.: ..... Date of Birth: ..... Gender:  Male  Female  
(dd/mm/yyyy) eg: 31/05/2001

Ethnicity / Race:\*  Malay  Chinese  Indian  Punjabi  Others  
Bumiputera status:\*  Bumiputra  
Kindly specify your ethnicity: .....

Religion:\*  Buddhist  Christian  Sikh  None  Muslim  Hindu  Others  
 Non-Bumiputra

\* Required for reporting purposes to relevant Authorities

## SECTION B: CONTACT DETAILS OF APPLICANT

Mobile No.: ..... Home No.: .....

E-mail: .....

Home Address: .....

Postcode: ..... Town/City: ..... State: ..... Country: .....

Correspondence Address (if same as above, write NA): .....

Postcode: ..... Town/City: ..... State: ..... Country: .....

Do you require accommodation arrangement from the College?  Yes  No

## CONTACT INFORMATION OF PARENT / GUARDIAN

Name		
E-Mail		
Mobile No.		
Relationship		
Occupation		

## SECTION C: ACADEMIC ACHIEVEMENTS AND QUALIFICATIONS (Please attach your respective results)

SPM  IGCSE  Equivalent ..... Completed in month ..... year .....

Name of School: .....

STPM  A Level  Equivalent ..... Completed in month ..... year .....

Name of School: .....

Tertiary Studies (Diploma/Degree) ..... Completed in month ..... year .....

Name of Institution: .....

**SECTION D: ENGLISH LANGUAGE PROFICIENCY (Please attach your respective results)**

Applicable for ACCA local applicants who are from non-English medium educational background

Have you taken an English proficiency test within the last 12 months?

If yes, please specify  IELTS  TOEFL  MUET

Band/Score: .....

Others Please specify: .....

Exam Date (mm/yyyy): .....

**SECTION E: PROGRAMME ENROLMENT (All students are required to complete Service Learning and Character Formation as compulsory subjects)**

Intake Year: ..... Month: .....

**CAMBRIDGE A LEVEL (For students below the age of 25 years only)**

**JANUARY & AUGUST INTAKE SUBJECT COMBINATION (Please tick 3 or 4 subjects within the same Cohort only)**

<input type="checkbox"/> <b>Pure Science (S)</b>	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Biology	
<input type="checkbox"/> <b>Science with Further Mathematics (D)</b>	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science	<input type="checkbox"/> Physics	<input type="checkbox"/> Further Mathematics <small>(only as the 4th subject, must be taken together with Mathematics)</small>	<input type="checkbox"/> Economics
<input type="checkbox"/> <b>Sub-Science (M)</b>	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Literature in English	<input type="checkbox"/> Physics <input type="checkbox"/> Economics	<input type="checkbox"/> Biology	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology
<input type="checkbox"/> <b>Arts (A)</b>	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Economics	<input type="checkbox"/> Literature in English <input type="checkbox"/> Business	<input type="checkbox"/> Law	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology
<input type="checkbox"/> <b>German Pathway-Science (S/M)</b>	German Language (AS Level)	Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science	<input type="checkbox"/> Physics	<input type="checkbox"/> Economics
<input type="checkbox"/> <b>German Pathway-Science (S/M)</b>	German Language (AS Level)	Mathematics	Chemistry	Biology	
<input type="checkbox"/> <b>German Pathway-Arts (A)</b>	German Language (AS Level)	Mathematics	Economics	Psychology	
<input type="checkbox"/> <b>Optional Subject</b>	<input type="checkbox"/> Divinity (only as the 4th subject)				

**MARCH INTAKE SUBJECT COMBINATION (Please tick 3 or 4 subjects within the same Cohort only)**

<input type="checkbox"/> <b>Pure Science (S)</b>	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Biology	
<input type="checkbox"/> <b>Sub-Science (M)</b>	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Literature in English	<input type="checkbox"/> Physics <input type="checkbox"/> Economics	<input type="checkbox"/> Biology	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology
<input type="checkbox"/> <b>Arts (A)</b>	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Economics	<input type="checkbox"/> Literature in English <input type="checkbox"/> Business	<input type="checkbox"/> Law	<input type="checkbox"/> Accounting <input type="checkbox"/> Psychology

## SECTION E: PROGRAMME ENROLMENT (con't)

### AUSTRALIAN MATRICULATION (AUSMAT) (For students below the age of 25 years only)

**APRIL INTAKE SUBJECT COMBINATION (choose 5 subjects including English/EALD; choose only 1 subject from each column)**

<input type="checkbox"/> English	<input type="checkbox"/> Mathematics Applications	<input type="checkbox"/> Psychology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Human Biology
<input type="checkbox"/> English as Additional Language or Dialect (EALD)*	<input type="checkbox"/> Mathematics Methods		<input type="checkbox"/> Economics		<input type="checkbox"/> Business Management & Enterprise

**AUGUST INTAKE SUBJECT COMBINATION (choose 5 subjects including English; choose only 1 subject from each column)**

<input type="checkbox"/> English	<input type="checkbox"/> Mathematics Applications	<input type="checkbox"/> Applied Information Technology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Biology
	<input type="checkbox"/> Mathematics Methods	<input type="checkbox"/> Psychology	<input type="checkbox"/> Economics	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Business Management & Enterprise

\*UPSR certificate is needed for application of EALD (less than 7 years of English medium education)

\*\*Must be taken together with Mathematics Methods

Note: Students joining August intake will be learning Australian Year 11 syllabus in the first semester, then they will need to re-register their subjects in the second semester and allowed to choose different subject combination.

### AMERICAN DEGREE TRANSFER PROGRAM (ADTP)

Majors Interested:   Undecided

### DIPLOMA PROGRAMMES

EARLY CHILDHOOD EDUCATION\*

COMPUTER SCIENCE

E-COMMERCE

SOCIAL WORK\*

INFORMATION TECHNOLOGY

DIGITAL MARKETING

Full Time

Part Time

Micro-credentials

Modules Enrolled for 1st Semester:

\* These programmes are available in part time and micro-credentials modes.

### PROFESSIONAL QUALIFICATION

ACCA FOUNDATION IN ACCOUNTANCY\*

ACCA QUALIFICATION\*

Papers Enrolled for 1st Semester:

\* By enrolling on these courses you agree to allow ACCA to disclose to us the results of your examination.

Please tick here if you DO NOT wish ACCA to disclose your results upon which we (MCKL) will not include your info in the results service submission.

## CHECKLIST OF REQUIRED DOCUMENTS AND FEES (All Students)

A Completed MCKL Application Form

#### Application Fee and Admission Deposit

All cheques must be crossed and addressed to **METHODIST COLLEGE KUALA LUMPUR (Public Bank Account No.: 3-153-4483-00)**. If deposits and / or payments are made via direct bank transfer, please enclose bank-in slip as proof of payment. Applicants may also email payment slip as proof of payment, providing the student's name, NRIC number and the applied programme to [finance.dept@mckl.edu.my](mailto:finance.dept@mckl.edu.my)

Certified True Copy of SPM / IGCSE results or equivalent

Certified True Copy of PT3 / IGCSE Year 9 & UPSR results (Applicable for AUSMAT applicants)

Certified True Copy of Pre-University / Bachelor's Degree / Professional Qualifications Certificates & Results (Applicable for ADTP & ACCA applicants)

Photocopy of NRIC

A Completed MCKL A Level Prep Program /AUSMAT Prep Program Declaration Form (if required)

Certified True Copy of English Requirement Supporting Document (MUET / IELTS / TOEFL) (Applicable for ACCA applicants who are from non-English medium background)

Others: .....

## SECTION F: TERMS & CONDITIONS FOR ADMISSION AND DISCLOSURE

### GENERAL TERMS AND CONDITIONS

- The Application Fee and Admission Deposit are due upon submission of the Application Form.
- Full payment of the balance fees due shall be made no less than 14 calendar days prior to the first day of classes ("**Commencement Date**"). Enrolment in the selected Programme is complete only upon payment of all fees due (including deposits).
- A student may be barred from classes and College facilities in the event of failure to settle fees in full prior to the Commencement Date.
- Refund policy:
  - The Application Fee is not refundable under any circumstances.
  - Applicants who withdraw before the Commencement Date are eligible for a refund of fees paid (other than the Application Fee) provided that the *Application for Refund before Programme Commencement Form* is submitted and received by the Office of The Registrar prior to the Commencement Date.
  - Students who withdraw within 14 calendar days from Commencement Date will be refunded 50% of fees paid (minus Application Fee, Laboratory Fee and Admission Deposit).
  - Students who withdraw after 14 calendar days from Commencement Date will not be entitled to any refund whatsoever.
  - Students who are awarded 100% Merit Scholarships will not be entitled to any refund in the event of a withdrawal, irrespective of whether the withdrawal is prior to commencement or completion of Programme.
  - The refund policy for students under the MCKL scholarships and other awards shall be according to the terms and conditions of the respective scholarship or award.
  - All withdrawals after the Commencement Date are subject to the terms and provisions of the Student Handbook.
  - If a student drops any subject, the refund (if any) will be subject to the provisions of the Student Handbook.
  - The Admission Deposit will be refunded upon completion of Programme less any amount chargeable due to unreturned library books, fines, unpaid damages, fees, etc. Students shall submit the Admission Refund Deposit Form within 30 calendar days of his/her last examination paper.
- For students who receive conditional offers based on forecast results or equivalent, actual results are to be submitted to the Registrar's Office within 7 calendar days of the release of the results. If actual results do not meet the minimum requirements for entry into the programme, students will have to withdraw and the refund policy in section 4 above will apply.
- Applicants who transfer from a Programme of study or intake to another Programme or intake in the College before the Commencement Date of the original Programme or intake, are eligible to have their fees transferred to the new Programme of study or intake (minus Application Fee).
- The College's *Personal Data Protection Notice* sets out how personal data is processed. It can be accessed via the College's website at: (<https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice>). Students are required to update the Office of The Registrar immediately upon changes to any personal data.

### DISCLOSURE

Are you a recipient or are you planning to apply for any external scholarships or loans?  
If yes, please state the name(s) of the company or organisation

Yes

No

Do you have any existing physical or psychological health problems that are certified by a legally qualified medical practitioner? If yes, please provide details.

Yes

No

<b>DECLARATION BY APPLICANT:</b>	<b>DECLARATION BY PARENT/GUARDIAN:</b>
<ol style="list-style-type: none"> <li>I have read the terms and conditions of admission and I accept all the provisions governing my admission to the College.</li> <li>I declare that all supplied information and supporting documents are true and complete. If any information is found to be untrue and/or incomplete, the College shall be entitled to reject my application or reverse any decision regarding my enrollment or admission.</li> <li>I undertake to comply all rules and regulations of the College including such terms as may be found in the Student Handbook and policies of the College.</li> <li>I agree to pay all fees when due. I accept that the College may bar me from classes, examinations or from entering the College if I neglect or default in payment of fees.</li> <li>Where my studies are sponsored by a third party (whether my parents, other individuals or organisations), I authorise the College to release my academic information, fee details and other relevant information to such third party. I further give consent to the College to publicise or promote my achievements or other outstanding results in the College's marketing materials or channels.</li> <li>I have read the College's Personal Data Protection Notice and I give express consent to the College to process my personal data accordingly (<a href="https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice">https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice</a>).</li> </ol>	<ol style="list-style-type: none"> <li>I have read the terms and conditions of admission with my child/ward and we accept all provisions governing his/her admission to the College.</li> <li>I declare that all supplied information and all supporting documents are true and complete. If any information is found to be untrue and/or incomplete, the College shall be entitled to reject this application or reverse any decision regarding my child/ward's enrollment or admission.</li> <li>I shall ensure that my child/ward complies with all the rules and regulations of the College including such terms as may be found in the Student Handbook and policies of the College.</li> <li>I agree to pay all fees when due. I accept that the College has the right to bar my child/ward from classes, examinations or from entering the College if I neglect or default in payment of fees.</li> <li>Where my child/ward's studies are sponsored by a third party, I authorise the College to release my child/ward's academic information, fee details and other relevant information to such third party. I further give consent to the College to publicise or promote my child/ward's achievements or other outstanding results in the College's marketing materials or channels.</li> <li>I have read the College's Personal Data Protection Notice and I give express consent to the College to process my personal data and of my child/ward accordingly (<a href="https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice">https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice</a>).</li> </ol>
<p>(Signature of Applicant)</p> <p><b>Name:</b> .....</p> <p><b>NRIC No.:</b> .....</p> <p><b>Date:</b> .....</p>	<p>(Signature of Parent/Guardian)</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>

**FOR OFFICE USE**

Programme & Intake: ..... Scholarship Detail: .....

<b>Additional Advising</b>	<b>Signature &amp; Stamp of Recruitment Agent</b>
	Name: ..... <span style="float: right;"><i>(Company Stamp)</i></span> E-Mail: ..... <input type="checkbox"/> <b>Send Offer Letter to Agent Office</b>

**ADMISSION APPLICATION REVIEW**

Finance and Accounts	<b>Date:</b> ..... <b>Cheque No.:</b> .....	<b>Receipt No.:</b> ..... <b>Amount.:</b> .....	<b>Received By:</b> .....
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Department	Action	Comments (if any)	Name and Signature	Date
Programme Advisor	1. Form complete 2. Relevant documents attached 3. Entry requirement fulfilled 4. Subject advising session remarks recorded if required			
Enrolment and Admissions	1. Form complete 2. Relevant documents attached			
Office of The Registrar	1. Form and documents verified 2. Relevant documents attached 3. Data entered into system			

<b>Head of Programme / Director of Academic Studies</b> <input type="checkbox"/> <b>Accepted</b> <input type="checkbox"/> <b>Accepted Conditionally</b> <input type="checkbox"/> <b>Declined</b>
<b>Remarks:</b> .....
<b>Name/ Stamp</b> ..... <b>Signature:</b> ..... <b>Date:</b> .....

<b>Office of The Registrar</b> <input type="checkbox"/> <b>Accepted</b> <input type="checkbox"/> <b>Accepted Conditionally</b> <input type="checkbox"/> <b>Declined</b> <input type="checkbox"/> <b>Offer Letter Given</b>
<b>Remarks:</b> .....
<b>Name/ Stamp</b> ..... <b>Signature:</b> ..... <b>Date:</b> .....

METHODIST COLLEGE KUALA LUMPUR (operating under WESLEYAN EDUCATION SERVICES SDN. BHD. (200101005044/540800U))

Off Jalan Tun Sambanthan 4, Brickfields 50470 Kuala Lumpur, Wilayah Persekutuan KL, Malaysia

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