

Official Receipt No :   
RM

**Intake**

January	
March	
May	
July	
Others	

**APPLICATION FOR ENROLMENT FOR MALAYSIAN STUDENT**

Instructions

1. Please fill all the information required in **BLOCK LETTERS**
2. Submit Three (3) copies of Recent Passport size colour photographs
3. Please tick (✓), where applicable

**Affix Passport Size Photograph**

Please write your Fullname & Course that you are undertaking at the back of every photo

**PROGRAMME**

- Certificate in Creative Design ( PA9038 )
- Diploma in Graphic Design ( A 10339 )
- Diploma in Interior Design ( A 8993 )
- Diploma in Multimedia Design ( A 9072 )
- Diploma in Creative Advertising ( PA 0326 )
- Diploma in Business Information Technology ( A 6263 )
- Diploma in Security Management ( A 6912 )
- Others .....

*If you are transferring from another College / University, please attach a copy of your transcript and portfolios together with this application for enrolment.*

*Please submit to us your portfolios in a DVD / CD*

**SECTION A PERSONAL DETAILS**

Name (as in passport)	<input type="text"/>		
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status	<input type="text"/>	Nationality	<input type="text"/>
IC / Passport Number	<input type="text"/>	Religion	<input type="text"/>
Race	<input type="text"/>	Tel Num (Home)	<input type="text"/>
Contact Address	<input type="text"/>	Tel Num (Mobile)	<input type="text"/>
Postcode	<input type="text"/>	E - mail	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>		
Country	<input type="text"/>		

# Saito College Application Form

## PARENTS / GUARDIAN'S DETAILS

Father's Name (as in IC / Passport)

Occupation

E-mail

Tel (Off)

Tel (Hse)

Mobile Number

Mother's Name (as in IC / Passport)

Occupation

E-mail

Tel (Off)

Tel (Hse)

Mobile Number

Guardian's Name (as in IC / Passport)

Occupation

E-mail

Tel (Off)

Tel (Hse)

Mobile Number

### PARENT / GUARDIAN ADDRESS

Address

Postcode

City

State

Country

## PREVIOUS ACADEMIC QUALIFICATION

Name of School / College / University	From Year > Until Year	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## EXTRA CURRICULAR ACTIVITIES / AWARDS

Activity	Level of Involvement
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## LANGUAGE PROFICIENCY

Please tick (✓), where applicable

Language	Proficiency Level							
	WRITTEN	Excellent		Good		Normal		Nil
English	WRITTEN	Excellent		Good		Normal		Nil
English	SPOKEN	Excellent		Good		Normal		Nil
Bahasa Malaysia	WRITTEN	Excellent		Good		Normal		Nil
Bahasa Malaysia	SPOKEN	Excellent		Good		Normal		Nil
Others (Please specify) _____	WRITTEN	Excellent		Good		Normal		Nil
Others (Please specify) _____	SPOKEN	Excellent		Good		Normal		Nil

Name : Course : **SECTION B LOANS & FUNDINGS**Estimated Course Fees : Scholarship Offer : Name of Scholarship Scholarship worth  **CASH / CHEQUE**RM 

- Payment by Cheque / Bank Draft / Money Order payable to **Saito College Sdn Bhd**
- Payment of fees must be made by the 2nd week of the each semester.
- Penalty of RM20.00 per week will be imposed upon non-payment by the end of second week of the new semester.

 **EPF/KWSP Withdrawal (Kumpulan Wang Simpanan Pekerja)**Withdrawal Amount : RM 

- Minimum 3 credits in SPM
- Pass in Bahasa Malaysia
- Copy of College Letter of Acceptance
- Copy of Course Accreditation Letter
- Student Validation Letter from college
- EPF allows annual withdrawals from parents / students Account II to cover tuition fees and other fees.

**LOAN OPTIONS** **PTPTN (Perbadanan Tabung Pendidikan Tinggi Nasional)**

- Minimum 3 credits in SPM
- Pass in Bahasa Malaysia
- Student must be Malaysian Citizen
- All copies of documents must be certified true copy by School Principal / Grade 'A' Officer / Notary Public
- Copy of College Letter of Acceptance

[ 1% interest with up to ten(10) years repayment period ]

*Maximum loan up to RM20, 000***MARA (Majlis Amanah Rakyat)**

- RM 22, 500 (Diploma in Design Only)
- RM 18, 000 (Diploma in Business Information Technology Only)
- RM 20, 000 (Diploma in Security Management Only)

- Minimum 5 credits in SPM [1 credit in Bahasa Malaysia, 1 credit in Mathematics & 3 credits any other subject]
- Pass in English
- At least one(1) of parents must be Malaysian / Bumiputera
- Parents / Guardian must have a minimum salary of RM500
- All copies of documents must be certified true copy by School Principal / Grade 'A' Officer / Notary Public
- Copy of College Letter of Acceptance

[ 0% interest with up to ten(10) years repayment period ]

 **MCEF (Malaysian Community & Education Foundation)**

- No minimum SPM requirement
- Can only apply after one(1) year completion of study at college
- All copies of documents must be certified true copy
- Copy of College Letter of Acceptance

[ 0% interest with up to ten(10) years repayment period ]

*Loan applicable for second and third year fees only* **KOJADI (Koperasi Jayadiri Malaysia Berhad)**

- Must become a member of KOJADI
- Parents / Guardian must have a minimum salary of RM1, 250
- All copies of documents must be certified true copy by School Principal / Grade 'A' Officer / Notary Public

[ 6% interest with up to eight(8) years repayment period ]

*Maximum loan up to RM 20, 000* **MIED (Maju Institute of Education Development)**

- Minimum 3 credits in SPM
- Pass in Bahasa Malaysia
- At least one(1) of the parents must be Malaysian
- All copies of documents must be certified true copy by School Principal / Grade 'A' Officer / Notary Public
- Copy of College Letter of Acceptance

[ 6% interest ]

*Maximum loan up to RM 5, 000*

### SECTION C MEDICAL DECLARATION

Do you have any disability , impairment, allergy or long term medical condition ?

- Yes  No

If "Yes", please specify by putting a tick (✓) at the relevant boxes below.

- Asthma
- Hearing Impairment / Deaf
- Vision Impairment
- Mental Health Difficulties
- Epilepsy
- Mobility Difficulties / Wheelchair User
- Allergy - please specify  
.....
- Others - please specify  
.....

### INSURANCE COVERAGE

Do you have any Personal Insurance Coverage?

- Yes  No

If "Yes" please specify . . .

- Life Insurance Plan
- Surgical Insurance Coverage
- Personal Accident Insurance Coverage
- Hospitalisation Insurance Coverage
- Others ( . . . . . )

Kindly note that all students are required to be insured during their course of study at Saito College as required by the **Ministry of Higher Education (MOHE)**.

If you do not have insurance coverage, you could purchase a Personal Accident Policy [RM277.20 - three(3) years] from our panel insurance company - **Allianz General Insurance Company (M) Berhad**.

Payment can be made by cash of RM92.40 per year.

Kindly confirm your acceptance of the above mentioned policy by completing the confirmation form below if you wish to purchase from our panel insurance company.

### CONFIRMATION OF ACCEPTANCE

- Agree** to accept and purchase the Personal Accident Policy recommended by the college.
- Do not agree** to accept and purchase the Personal Accident Policy recommended by the college.

Please tick (✓), where applicable [ tick one (1) only ]

Name (as in IC / Passport)	<input type="text"/>
Passport / IC Number	<input type="text"/>
Class	<input type="text"/>
Mobile Number	<input type="text"/>
Name of Nominee (as in IC / Passport)	<input type="text"/>
Nominee's Passport / IC Number	<input type="text"/>
Relationship	<input type="text"/>

.....  
Signature  
Date: / /

# Saito College Application Form

## SECTION D ACCOMODATION

Which of the following best describes your accomodation while studying at Saito College ?

Please tick (✓), where applicable [ tick one (1) only ]

- With parents or guardian
- My own home
- Rented : Self Rented
- Saito College to arrange my accomodation

## APPLICATION FOR ACCOMODATION ( Optional)

Name (as in passport)	<input type="text"/>										
Date of Birth	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>						
IC / Passport Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race	<input type="text"/>										
Course	<input type="text"/>										
Intake	<input type="text" value="DD"/>	/	<input type="text" value="MM"/>	/	<input type="text" value="YYYY"/>						
Address	<input type="text"/>			<input type="text"/>							
Postcode	<input type="text"/>										
City	<input type="text"/>										
State	<input type="text"/>										
Country	<input type="text"/>										
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female									
Nationality	<input type="text"/>										
Religion	<input type="text"/>										
Tel Num (Mobile)	<input type="text"/>										
E - mail	<input type="text"/>										

In case of emergency, please contact:

Name (as in IC / Passport)	<input type="text"/>	Address	<input type="text"/>
Relationship	<input type="text"/>		<input type="text"/>
E-mail	<input type="text"/>	Postcode	<input type="text"/>
Tel (Off)	<input type="text"/>	City	<input type="text"/>
Tel (Hse)	<input type="text"/>	State	<input type="text"/>
Mobile Number	<input type="text"/>	Country	<input type="text"/>

### For Office Use Only:

Hostel :	<input type="text"/>	Unit :	<input type="text"/>
Room Number :	<input type="text"/>		
Cupboard / Locker Num :	<input type="text"/>		
Bed No :	<input type="text"/>	Matress No :	<input type="text"/>
Table No :	<input type="text"/>	Chair No :	<input type="text"/>
Pillow No :	<input type="text"/>		
Checked by :	<input type="text"/>	Date :	<input type="text"/>

### Facilities :

8 students per house  
(4 master + 2 middle + 2 small)

- Direct bus/LRT route
- Desk for every student
- Chair
- Bunk beds
- Washing Machine
- Fan
- Cooking Space

Rental Deposit : RM300.00

Monthly Payment : RM150.00

Rental must be paid to the finance department by the first Monday of the month.

# Saito College Application Form

## TENANCY AGREEMENT

I, \_\_\_\_\_ NRIC/Passport No: \_\_\_\_\_

Program : \_\_\_\_\_ College, \_\_\_\_\_

Do hereby agree to rent/or share a room on a bed basis at the Student Hostel (the **PREMISES**)

Located at : \_\_\_\_\_ (the **UNIT**) at a Monthly rental of RM \_\_\_\_\_ (the **RENTAL**).

1. **I HEREBY AGREE** to abide by all the Rules and Regulations/Terms and Conditions of the accommodation under this tenancy and I confirm and agree that a breach of the Rules and Regulations/Terms and Conditions shall be deemed as a breach of Agreement. This also includes the Rules and Regulations of the Apartments as set out by the Apartment Management.

### 2. IT IS ALSO HEREBY AGREED AS FOLLOWS:

That the tenancy is for a fixed period of twelve(12) months commencing \_\_\_\_\_ and ending \_\_\_\_\_ and must be completed without intervals, The Agreement and Tenancy hereby created are not transferable or assignable.

**I ALSO HEREBY AGREE** that in the event I :

- [i] **Terminate** the Agreement at any time prior to the expiry of the Tenancy Term OR
- [ii] **Am** asked to vacate the accommodation by reason of my having contravened the Rules and Regulations, Terms and Conditions OR
- [iii] **Ceased** to be a student of the College anytime before the expiry of the Term OR
- [iv] **Am** asked to vacate the accommodation if the Rental is not paid on the stipulated date

*I shall immediately and peacefully surrender the Premises to HOSTEL Management and in such even the Management shall be entitled to forfeit all Deposits and Advance Rentals paid as agreed liquidated damages. I further confirm that the Rental paid in advance shall also be forfeited.*

3. (a) Unless otherwise agreed to herein, all electricity and water consumed and charged shall borne equally by the students residing at the respective hostel. All amounts payable towards the bills shall be payable by the Students to the Management within seven (7) days of demand made by the Management.

(b) In the event of any damages, I agree to reinstate or have the damages redeemed and all cost incurred to be on my account and payable when demanded.

4. Simultaneously with the signing of this Agreement, I shall pay Hostel Management an amount of RM50.00 (the **KEY DEPOSIT**), RM100.00 (the **UTILITY/DAMAGES DEPOSIT**), RM150.00 (the **RENTAL DEPOSIT**), totaling RM300.00 which shall be refunded free of interest to me within seven/sixty days after the lawful expiry date of this Tenancy Agreement and Hostel Management shall be entitled to deduct whatever charges, costs and expense payable by me under this Agreement from the Deposit if the said charges, costs and expanses are outstanding at the expiry of the term hereby created and the balance of the deposit shall be paid to me as stated above.

5. The Rental shall be payable in advance, the first of which shall be payable simultaneous with the signing of this Agreement and thereafter on or before the first Monday of each subsequent month of due day whichever comes first. The payment must be made free of any deductions whatsoever.

6. The Rental, Key and Utility/Damages Deposits (if any) shall be maintained Throughout the Term and shall not be treated as payment in respect of the Rental and for utilities consumed and shall be refunded to the student free of interest after deducting any monies as may be found to be owing or payable by me to Hostel Management by virtue of the provisions herein contained.

7. Saito College have the right to stop electricity and water supply in the event tenants fail to pay rental at a stipulated time. The electricity and water supply will resume upon settlement of rental payment.

8. Tenants must give at least one(1) month notice in order to vacate his/her tenancy with Saito College. Otherwise, the rental deposit of RM300.00 will be forfeited.

\_\_\_\_\_  
Signature of Student

Date:

\_\_\_\_\_  
Signature of Guardian

Date:

\_\_\_\_\_  
Signature of Hostel Management

Date:

## TRANSPORTATION FROM HOSTEL

I have my own transport / I can arrange my own transport

I need transport from hostel to college

Buses daily from Monday to Friday

Back and forth

RM80 per month

**Transportation fee must be paid to the finance department by the first Monday of the month**

## TERMS AND CONDITION OF ENROLMENT

### Fees Payment

#### A. Upon receiving an Acceptance of Offer from Saito College

Upon receiving an acceptance of offer of admission from Saito College, you are required to register by paying the fees as stated in the Letter of Offer. You are to make the necessary arrangements to have all the fees paid on or before the due date as stipulated in the Letter of Offer.

Payment of fees can be made:-

- i) at the Department of Finance, Saito College
- ii) through mail (bank draft or cheque)
- iii) at any Public Bank branch throughout Malaysia – (Public Bank Account No : 3102812816)

#### B. Registration and Payment Procedures

You are to pay the full amount of your fees at the Department of Finance with the following:

- A. The original Letter of Offer
- B. Payment can be made in the form of cheque/bank draft/ money order made in favour of "SAITO COLLEGE SDN BHD". Write your name, identity card number and telephone number on the reverse side of your payment document.

Please ensure that a copy of Official Receipt is returned to you for your safe keeping. You are advised to keep a copy of the Official Receipt and Letter of Offer throughout the duration of the course.

Please check to ensure that the amount shown on the Official Receipt is as per the amount you have to pay.

#### Due Date of Fees Payment

Payment of fees must be made by the 2nd week of the each semester. Any student seeking extension of his / her fees payment is encouraged to contact the Registrar or the Department of Finance to discuss the matter and to furnish a letter on the extension of fee payment.

Penalty of RM20.00 per week will be imposed upon non-payment by the end of second week of the new semester.

Student who do not make payment by the second week of the new semester will be barred from attending class and sitting for assessment.

If payment is not received after the fourth week of the new semester, the college reserves the right to exclude the student from the enrolment

### REFUND POLICY

Fees Payable to the Institute which are refundable are :

1. Student Bond : Provided that the student has cleared all outstanding issues relevant prior to of the institution
2. Deposits : Provided that the students in concern are not liable for any damage incurred to the property, facilities and or any other resource of the institution

#### Fees Payable that are not refundable are :

1. Management/Resource/Library/Student Services/Processing Fees : This amount is not refundable under any Circumstances except through an appeal that will be tabled by the management of the institution.
2. Registration fee : This amount is not refundable under any Circumstances except through an appeal that will be tabled by the management of the institution

#### Other relevant policies are as follows:

1. Students who have paid their tuition / course fees and are unable to commence study, the following will apply:  
If you cancel your place before the course starts, 90% of your fees will be refunded.
2. Students who have commenced the program are eligible for the following refunds should they decide to withdraw from the program  
If they have commenced their program (in a 4-month semester) for a duration of less than a month a 70% refund of tuition fees paid, after deducting cost of material and incidentals, is applicable.  
If they have commenced their program (in a 4-month semester) for a duration of more than 1 month and less than 2 month, a 30% refund of tuition fees paid, after deducting cost of material and incidentals, is applicable.  
If they have commenced their program (in a 2-month semester) for a duration of less than a month, a 30% refund of tuition fees paid, after deducting cost of material and incidentals, is applicable.  
Further to this, no refunds will be entertained.
3. Student who has their visa application refused, a full refund of all tuition fees will be made.

## AGREEMENT AND DECLARATION

I declare to the best of my knowledge that all the information and documents provided in every respect are true and complete. I agree to abide all Academic, Administrative, Policy of Fees Payments / Refunds, Examination rules and regulations of Saito College.

I acknowledge that the College reserves the right to vary or reserves any decision regarding admission on the basis of incorrect information or incomplete documents required by the College. I understand that all documents submitted with this application becomes the property of the College and will not be returned to the applicants. I agree to supply further documentation requested by the College for the purpose of enrolment.

### Conditional Offer

I understand the requirement of entry qualification set by the Ministry of Higher Education(MOHE) and the College. If I apply using my forecast result, I will be accepted into the programme by conditional offer and upon obtaining the actual result, I must fulfill the entry requirement for the program enrolled. If my official results fall short of the requirements, I must withdraw from the programme or enrol in a programme with a lower entry requirement.

..... Applicant Signature	
Name as in Passport / IC :	<input type="text"/>
Passport / IC Number :	<input type="text"/>
Date :	<input type="text"/>

..... Parent / Guardian Signature	
Name as in Passport / IC :	<input type="text"/>
Passport / IC Number :	<input type="text"/>
Date :	<input type="text"/>

# Saito College Application Form

( This page is to be completed by the Admission Counselor )  
Please tick (✓) if applicant have already complete or submitted their douments

## APPLICATION CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> Personal Details               | <input type="checkbox"/> Parents / Guardian's Details |
| <input type="checkbox"/> Loans and Fundings             | <input type="checkbox"/> Hostel and Accomodation      |
| <input type="checkbox"/> Applicant's Signature and Date |   |

## DOCUMENTS SUBMITTED

- |   |  |
|---|--|
| <input type="checkbox"/> Photocopy of MyCard / All pages of Passport including blank pages    |  |
| <input type="checkbox"/> Photocopy of SPM / O'Levels / Equivalent Certificate                 |  |
| <input type="checkbox"/> Photocopy of School Leaving Certificate & Testimonial                |  |
| <input type="checkbox"/> Photocopy of extra curricular certificates or awards                 |  |
| <input type="checkbox"/> Three(3) copies of recent passport sized colour photographs          |  |
| <input type="checkbox"/> Five(5) A3 sized latest artworks / portfolios (drawings / paintings) | } for students without credit in Arts only |
| <input type="checkbox"/> Questionnaire for students taking Certificate in Creative Design     |  |
| <input type="checkbox"/> Essay on "WHY YOU CHOSE ART & DESIGN COURSE" (about 60 words)        |  |

## PAYMENT UPON REGISTRATION

- |   |                                   |  |   |
|---|-----------------------------------|--|---|
| <input type="checkbox"/> Registration Fees      | : <b>RM 100.00</b><br>( o n c e ) | <input type="checkbox"/> Student Services Fees             | : <b>RM 150.00</b><br>(per year)  |
| <input type="checkbox"/> Resource Fees          | : <b>RM 350.00</b><br>(per year)  | <input type="checkbox"/> Security Deposit                  | : <b>RM 200.00</b><br>(refundable)  |
| <input type="checkbox"/> Library Fees           | : <b>RM 150.00</b><br>(per year)  | <input type="checkbox"/> MacBook / Laptop Security Deposit | : <b>RM 600.00</b><br>(refundable)<br>- Applicable for certain courses only - |
| <input type="checkbox"/> First Semester Payment | : <b>RM</b> _____                 |  |   |
| Payment By                                      | : _____ / _____ / _____           |  |   |

.....  
Applicant Signature

Name as in Passport / IC : \_\_\_\_\_  
Date : \_\_\_\_\_

## (For Office Use Only)

Counselor / Agent : \_\_\_\_\_  
Student Get Student : \_\_\_\_\_  
Date : \_\_\_\_\_  
Promotion : \_\_\_\_\_

## Counselor / Agent's Remarks :

# STUDENT'S COPY - TO BE GIVEN TO STUDENT

## TERMS AND CONDITION OF ENROLMENT

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#### Fees Payable that are not refundable are :

1. Management/Resource/Library/Student Services/Processing Fees : This amount is not refundable under any Circumstances except through an appeal that will be tabled by the management of the institution.
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If they have commenced their program (in a 2-month semester) for a duration of less than a month, a 30% refund of tuition fees paid, after deducting cost of material and incidentals, is applicable.  
Further to this, no refunds will be entertained.
3. Student who has their visa application refused, a full refund of all tuition fees will be made.

## PENDING DOCUMENTS TO BRING

- Photocopy of MyCard / All pages of Passport including blank pages
- Photocopy of SPM / O'Levels / Equivalent Certificate
- Photocopy of School Leaving Certificate & Testimonial
- Photocopy of extra curricular certificates or awards
- Three(3) copies of recent passport sized colour photographs
- Five(5) A3 sized latest artworks / portfolios (drawings / paintings)
- Questionnaire for students taking Certificate in Creative Design
- Essay on "WHY YOU CHOSE ART & DESIGN COURSE" (about 60 words)

} for students without credit in Arts only

## PAYMENT UPON REGISTRATION

- |   |                         |  |                          |
|---|-------------------------|--|--------------------------|
| <input type="checkbox"/> Registration Fees      | : RM 100.00 ( o n c e ) | <input type="checkbox"/> Student Services Fees | : RM 150.00 (per year)   |
| <input type="checkbox"/> Resource Fees          | : RM 350.00 (per year)  | <input type="checkbox"/> Security Deposit      | : RM 200.00 (refundable) |
| <input type="checkbox"/> Library Fees           | : RM 150.00 (per year)  |  |                          |
| <input type="checkbox"/> First Semester Payment | : RM _____              |  |                          |
| Payment By                                      | : _____ / _____ / _____ |  |                          |

.....  
Applicant Signature

Name as in Passport / IC :   
Date :