

APPLICATION FORM – INTERNATIONAL STUDENT



TAYLOR'S COLLEGE



Wisdom • Integrity • Excellence

For office use only

Programme

Sequence Number

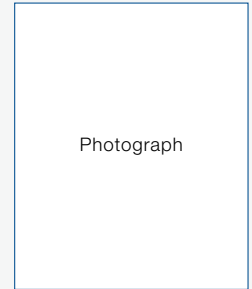
Student Number

How to complete the form:

1. Please write in BLOCK LETTERS (in BLUE / BLACK ink only).
2. Attach a certified true copy of actual/forecast results. Please include the English translation if it is in a different language.
3. Submit 6 passport-size colour photographs with BLUE BACKGROUND ONLY.
4. Submit a set of photocopied passport (all pages including blank pages). Please submit 3 additional clear copies of the page with the particulars/details of the passport holder. Please ensure your passport has a minimum one year validity.
5. Include the International Student Charge of RM2,000 (or USD670)* via cash, bank cheque or telegraphic transfer** made in favour of: **Taylor's College Sdn. Bhd.**

For Hospitality and Tourism Management courses, payment should be made in favour of: **Taylor's School of Hotel Management Sdn. Bhd.**

* The USD amount is for indicative purposes only and is subject to bank charges and fluctuations in the exchange rate. All fees are payable in Ringgit Malaysia.
 ** Please refer to the application procedure for bank account details.



Please note that delays may occur in the processing of this application if the application is incomplete.

PART A PERSONAL DETAILS

Name (as in Passport)
 (Please underline family name)

Date of Birth DD / MM / YYYY

Gender Female Male

Nationality

Passport No.

Tel No.

Mobile Phone No.

E-mail

Parents' Address and Details

City Postcode
 State Country
 Tel No. Mobile Phone No.
 (Please include all international codes)
 E-mail

Accommodation

Do you wish to stay in Taylor's residences?

- Yes. (Please fill up the Taylor's Residences Application Form and attach it to this International Student Application Form)
 Note: A reservation fee of USD400 (non-refundable) is required with the application for Student Accommodation.
- No, I will arrange my own accommodation. (Please provide your address while studying at Taylor's and if different from Parents' Address)

City Postcode
 State Country

Last Academic Qualification

School/College Name
 City State/Country

Proposed Career

Name of Last Examination

Year

Results

Actual Forecast Others _____ (Please specify)

English Qualification

IELTS TOEFL MUET Others _____ (Please specify)

Immigration Pass Information

Are you holding any type of Malaysian Immigration Pass now?

No Yes

If yes, Type of Pass:

Social Visit Student Dependent Diplomatic

Expiry Date of Immigration Pass: _____ (Day/Month/Year)

Applicable to students from the People's Republic of China Only:

Please advise as to which Malaysian Consulate you wish to obtain your single entry visa to Malaysia:

Shanghai Beijing Guangzhou

If you are a student/former student of any college or institution in Malaysia, please fill in the following:

College/Institution _____

Course _____

Year/Duration Studied _____

If you have applied to other education institutions in Malaysia previously, kindly refer to the application procedure for supporting documents required.

PART B PROGRAMME PREFERENCE

Please indicate your choice of programme with a tick (✓) in the boxes provided below:

School of Pre-U Studies

Programmes offered by Taylor's University College:

Cambridge A Level Programme

Intake: Jan Mar Jun

Indicate with a tick (✓) the 3 or 4* subjects you wish to take. Select only from one grouping, Science or Humanities.

Bio Science/Pure Science

- Thinking Skills Biology
 Mathematics Accounting
 Further Mathematics Economics
 Physics Computing
 Chemistry Psychology

Business/Humanities

- Thinking Skills Literature in English
 Mathematics Sociology
 Accounting Law
 Economics Computing
 Business Studies Psychology

Note:

1. (✓) Subject is compulsory.
2. Subject prerequisites apply.
3. *Subject combinations vary according to intakes.

International Canadian Pre-University Programme

Intake: Jan Mar Jul

Indicate with a tick (✓) the 3 subjects you wish to take in your first semester and 2 ticks (✓✓) the 3 subjects you wish to take in your second semester.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Analysing Current Economic Issues | <input type="checkbox"/> Individuals & Families in a Diverse Society | <input type="checkbox"/> Mathematics of Data Management | <input type="checkbox"/> Biology |
| <input type="checkbox"/> International Business Fundamentals | <input type="checkbox"/> Canadian & World Issues - A Geographical Analysis | <input type="checkbox"/> Advanced Functions | <input type="checkbox"/> Chemistry |
| <input type="checkbox"/> Business Leadership: Management Fundamentals | <input type="checkbox"/> Canadian & International Law | <input type="checkbox"/> Calculus and Vectors | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Financial Accounting Principles | <input type="checkbox"/> World History : The West & The World | <input type="checkbox"/> Computer & Information Science | <input type="checkbox"/> English Literature |
| <input type="checkbox"/> Challenge and Change in Society | <input type="checkbox"/> English 4C | | |

Note:

1. Minimum level of English required for graduation is ENG 4C.
2. Subject prerequisites apply.
3. All students are required to take one level of English in the first semester.

Foundation Courses

OSSLC ENG 3U

South Australian Matriculation Programme

Intake: Jan Mar Jul

Indicate with a tick (✓) the 5 subjects you wish to take. Please refer to the subject combinations available.

Science/Business

- ESL Studies*/ English Studies Physics
 Mathematical Studies Psychology
 Specialist Mathematics Accounting Studies
 Biology Economics
 Chemistry Information Technology Studies

Humanities/Social Sciences

- ESL Studies*/ English Studies Legal Studies
 Mathematical Studies Psychology
 Accounting Studies Information Technology Studies
 Economics
 Malay

Note:

1. English is compulsory for all students. English Studies available on a case-to-case basis.
2. Subject prerequisites apply.
3. (✓) is compulsory.
4. Subject combinations vary according to intakes.
5. *ESL – English as Second Language

Taylor's Science Foundation Programme

Intake: Jan Jul

Indicate with a tick (✓) the science discipline you wish to take.

- Health Science Engineering Science

Taylor's Language Centre: Intensive English

Intake: Jan Feb Apr Jun Jul Sep Oct

American Degree Transfer Program

Intake: Jan Mar May Aug

Programmes offered by Taylor's University College:

- Engineering Computer Science Business Others _____ (Please specify)

School of Architecture, Building and Design

Intake: Jan Feb Mar Jul

Programmes offered by Taylor's College, Petaling Jaya:

- Foundation in Natural and Built Environments
 Diploma in Architectural Technology
 Diploma in Quantity Surveying
 Diploma in Construction Management

Programmes offered by Taylor's University College:

- Bachelor of Science (Honours) (Architecture)

School of Biomedical Sciences

Intake: Feb Jul

Programmes offered by Taylor's University College:

The University of Queensland, Australia

- Bachelor of Biomedical Science 2+2
 Bachelor of Science (Biomedical Science) 2+1
 Bachelor of Biotechnology 1.5+2.5

School of Communication

Intake: Jan Feb Mar Jul

Programmes offered by Taylor's College, Petaling Jaya:

- Foundation in Communication
 Diploma in Communication

The University of South Australia, Adelaide

- Bachelor of Arts (Communication & Media Management) 3+0
 Bachelor of Arts (Journalism) 3+0
 Bachelor of Arts (Multimedia Studies) 2+1

School of Computing

Intake: Jan Feb Mar Jul

Programmes offered by Taylor's College, Petaling Jaya:

- Foundation in Computing

RMIT University, Australia

- Bachelor of Computer Science 3+0
 Bachelor of Information Technology 3+0

School of Engineering

Intake: Jan Sep

Programmes offered by Taylor's University College:

The University of Birmingham, U.K.

- M. Eng./B. Eng. (Hons) Chemical Engineering 2+2/1+2
 M. Eng./B. Eng. (Hons) Electronic & Electrical Engineering 2+2/1+2
 M. Eng./B. Eng. (Hons) Mechanical Engineering 2+2/1+2

School of Hospitality and Tourism

Intake: Jan Feb Apr May Jun Jul Aug Sep

Programmes offered by Taylor's College, School of Hospitality and Tourism Management:

- Certificate in Hotel Operations Diploma in Tourism Management
 Diploma in Hospitality Management Diploma in Culinary Arts

University of Toulouse, France

- 3+0 Bachelor of Hospitality and Tourism Management (Hons) – First Year
 3+0 Bachelor of Hospitality and Tourism Management (Hons) – Second Year
 Option A: Marketing and Management Option B: Culinary Arts and Food Beverage Management
 3+0 Bachelor of Hospitality and Tourism Management (Hons) – Third Year
 International Hotel & Restaurant Management (I.H.R.M.) Management and Engineering of Food Systems (M.E.F.S.)
 3+0 Bachelor of Tourism Management and Engineering (Hons) – First Year
 3+0 Bachelor of Tourism Management and Engineering (Hons) – Second Year
 3+0 Bachelor of Tourism Management and Engineering (Hons) – Third Year
 Professional Master in International Tourism & Hospitality Management

Taylor's Business School

Intake: Jan Feb Mar Apr Jul Aug Sep

Programmes offered by Taylor's University College:

- Taylor's Business Foundation
 Diploma in Business

The University of South Australia, Adelaide

- Bachelor of Commerce
 Bachelor of Applied Finance
 Bachelor of Management (Marketing)
 3+0 2+1 1+2

University of the West of England, Bristol, U.K.

- Bachelor of Arts (Hons) Accounting & Finance
 3+0 2+1 1+2
 Bachelor of Arts (Hons) Business Administration
 2+1 1+2

Taylor's Law School

Intake: Jan Oct

Programmes offered by Taylor's University College:

The University of Reading, U.K.

- LL.B (Hons) 2+1

The Design School, Taylor's College

Intake: Jan Mar Jul

Programmes offered by Taylor's College, Petaling Jaya:

- Diploma in Interior Design
 Diploma in Graphic Communication Design
 Diploma in Multimedia Design

PART C COMPULSORY SUBJECTS

International students (non-Malaysians) are **EXEMPTED** from the Malaysian Ministry of Higher Education Compulsory Subjects. For programmes where the Compulsory Subjects are a part of the credit requirements for graduation, the Compulsory Subjects will be listed in the international student's transcript with the remark 'Exempted'.

PART D SPECIAL CIRCUMSTANCES

Do you have any disability, impairment or long-term medical condition which may affect your studies? Yes No

If you do, you need to provide extra information so that Taylor's can assist you during your study programme.

PART E CONDITIONS OF ENROLMENT

- Fees for the academic year are as set out in the Fees Schedule.
- Full settlement of first semester/term fees is required upon registration or by the intake date and according to the due dates for subsequent semesters/terms.
- Payment by crossed cheque, telegraphic transfer, money order or bank draft is to be made in favour of "Taylor's College Sdn. Bhd.", for all courses, except Hospitality and Tourism Management courses. For these courses, payment is to be made in favour of "Taylor's School of Hotel Management Sdn. Bhd."
- Fees paid are neither refundable nor transferable, except in the circumstances set out below and provided that a request in writing for such refund is received by the Programme Director. Any refund of fees or part thereof is subject to the following:
 - If a student withdraws from the programme before the commencement of the semester/term, an amount not exceeding 70% of all fees (except Registration Fee & Student Services Fee) paid is refundable.
 - If a student withdraws from the programme within the first two weeks after the commencement of the semester/term, an amount not exceeding 50% of all fees (except Registration Fee and Student Services Fee) is refundable.
 - There will be no refund of fees if a student withdraws after the second week of the commencement of the semester/term.
 - However, if a student is required to leave the programme for National Service because his/her request for National Service deferment is denied, he/she will be eligible for a full-refund of all fees paid.
 - However, if a student is required to leave the programme due to non-fulfillment of entry requirements upon official announcement of examination results, he/she will be eligible for a pro-rated refund of all fees (except Registration Fee & Student Services Fee).
- In the event that the University College/College cannot accept a student for enrolment due to the fault of the University College/College, all fees paid will be refunded in full.
- Refunds will be made in the name of the parent/guardian/sponsor as declared in Part F of this application form.
- All refunds whether of fees, deposits or whatsoever payments, shall be free of interest and shall be subject to the right of set-off by the University College/College against any fees or whatsoever payments due and owing to the University College/College.
- For all semesters/terms, all fees due must be fully paid before or by the start date of the semesters/terms. An administrative charge of RM50.00 will be imposed commencing from the third week of the semester/term if payment is not received by the specified due date for each week or part thereof delayed. The University College/College reserves the right to review the status of the student and to take such necessary action as the University College/College deems fit if payment is not received by the end of the fifth week of the semester/term. Such action may include barring from classes and facilities, suspension or termination of the student.
- For inter-programme transfer cases, an administrative charge of RM200.00 will be imposed except when the transfer is carried out before the semester/term commences for the first registered programme. The amount of fees transferable to the new programme is subject to the following:
 - If inter-programme transfer is carried out within the first month of the commencement of the semester/term, all fees paid are transferable to the new programme.
 - If inter-programme transfer is carried out after the first month of the commencement of the semester/term but before the mid-semester/term, only pro-rated tuition fee and 50% of all other miscellaneous fees will be transferable to the new programme.
 - If inter-programme transfer is carried out after the mid-semester/term or after the completion of a semester/term, only the Registration fee and all deposits are transferable to the new programme.
- In the event that a student is expelled from the University College/College or leaves the University College/College due to disciplinary/academic misconduct, there shall be no refund of fees paid except refundable deposits.
- Students must abide by all academic, administrative and examination rules and regulations and policies of the University College/College.
- The University College/College reserves the right to use a student's personal information in any publicity and/or promotion exercise of the University College/College. The scope of usage of this information may include the publishing of good examination results, the award of a prize or scholarship, any achievement, academic or otherwise, and the granting of access to his/her information by the Taylor's University College/Taylor's College Alumni Association.
- All claims for refund of any moneys (whether fees, deposits or whatsoever payments) shall be made within one (1) year from the date the relevant student ceases to be a student of the University College/College, failing which the amount thereof shall accrue in favour of the University College/College and thenceforth the right to so claim shall automatically cease. The University College/College shall be entitled to transfer the said money into a separate account/ fund and apply the same for whatsoever purpose deemed fit by the University College/College.
- For progression, the following applies:

Certificate/Pre-University/Foundation/Diploma Programmes
The completion of Certificate/Pre-University/Foundation/Diploma Programmes at Taylor's University College/Taylor's College does not give the student automatic admission to a university. Admission is determined by the student's performance and the university's entry requirements.

Tertiary Programmes
a) The admission of the student to continue his/her studies at a university is subject to successful completion of studies at Taylor's University College/Taylor's College and the fulfillment of terms and conditions of the entry requirement stipulated by the university.
b) It is the responsibility of the student to fulfill the requirements of the immigration authorities of the countries they wish to transfer to.
- The award of scholarships/bursaries & grants/waivers/financial assistance is subject to the aforesaid terms and conditions set by the management of Taylor's University College/Taylor's College.

PART F DECLARATION AND SIGNATURE

DECLARATION BY APPLICANT

I declare that the information provided by me in this application form is true and correct. I acknowledge that Taylor's University College/Taylor's College reserves the right to vary or reserves any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to abide by all academic, administrative and examination rules and regulations of the Programme and the University College/College.

Signature of Applicant	<input type="text"/>
Name of Applicant	<input type="text"/>
Date	<input type="text" value="DD / MM / YYYY"/>

SIBLINGS

We would appreciate it if you could write the names of your younger siblings below.

Name	Form this year
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

ALUMNI

Please list any family members/relatives who graduated from Taylor's University College/Taylor's College.

1.	<input type="text" value="Name"/>	<input type="text" value="Relationship"/>
	<input type="text" value="Programme"/>	<input type="text" value="Year Graduated"/>
2.	<input type="text" value="Name"/>	<input type="text" value="Relationship"/>
	<input type="text" value="Programme"/>	<input type="text" value="Year Graduated"/>

DECLARATION BY PARENT/GUARDIAN/SPONSOR

I hereby agree to pay all fees due on the dates stipulated by the University College/College. I also understand and agree that if I default in paying the fees, the University College/College has the right to bar my child/ward from attending classes, including deregistration. I have also read and understood the Conditions of Enrolment and agree to the terms as laid out. I hereby apply for his/her admission to Taylor's University College/Taylor's College as a full-time student and I undertake to pay the full cost of this programme.

Name of Parent/Guardian/Sponsor* (as in IC/Passport)	<input type="text"/>
IC/Passport No.	<input type="text"/>
Relationship	<input type="text"/>
Occupation	<input type="text"/>
Company	<input type="text"/>

Contact Details (to be filled by guardian/sponsor* only)

<input type="text"/>	<input type="text"/>
City	Postcode
State	Country
Tel No.	Mobile Phone No.
E-mail	<input type="text"/>

Signature of Parent/Guardian/Sponsor*	<input type="text"/>
Date	<input type="text" value="DD / MM / YYYY"/>

*Delete where applicable

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Conditions of Enrolment

Conditional Offer Full Offer

Conditions:

- Minimum of 3/5 credits in the SPM/GCE 'O' Level Examination (whichever is applicable)
- _____ (grade) in the SPM/GCE 'O' Level Examination in _____ (subject)
- Minimum mark of 50% in the following subject(s) in first semester/term examination _____
- _____

Exemption(s)	<input type="text"/>
Taylor's Scholarships**	<input type="text"/>
Enrolled By (Name)	<input type="text" value="DD / MM / YYYY"/>

Payment Details

Amount Paid	RM <input type="text" value="Cash/Cheque/Card/Draft /TT"/>
Outstanding	RM <input type="text"/>
Receipt No.	<input type="text"/>
Received By (Name)	<input type="text"/>
Date	<input type="text" value="DD / MM / YYYY"/>
Remarks	<input type="text"/>

**This include Scholarships/Bursaries & Grants/Waivers/Financial Assistance

APPLICATION CHECKLIST (To be filled by Education Counsellor)

Please ensure the applicant has completed / submitted the following and indicate with a tick (✓) in the boxes provided below:

A. Taylor's Application Form

- | | |
|---|---|
| <input type="checkbox"/> Applicant's Details | <input type="checkbox"/> Parent's/Guardian's/Sponsor's Details |
| <input type="checkbox"/> Applicant's Signature & Date | <input type="checkbox"/> Parent's/Guardian's/Sponsor's Signature & Date |
| <input type="checkbox"/> Education Counsellor's Name & Date | <input type="checkbox"/> Accounts Office (Processing Officer & Payment Details) |

B. Documents

For ALL Programmes:

- Photographs (Colour Passport Size) – 6 pieces
- Passport (FULL BOOK) Photocopy – 1 set
- Letter of Acceptance/Undertaking – Photocopy
- High School Forecast Actual
 - SPM
 - O Level
 - Others _____
- Other Documents _____
- Documents relating to medical conditions (if required)

Additional Documents For Tertiary Programmes Only:

- Tertiary Application Form (UniSA/UWE/UOT/UQ/UOR/UOB/Others)
 - Completed ALL sections Declaration Signed
- Additional Photographs (Colour Passport Size) – 2/3/4/5
- Pre U/Foundation – Results of ALL semesters Forecast Actual
 - STPM SAM A Level ICPU ADP
 - UEC Others _____
- Tertiary – Results of ALL semesters Forecast Actual
 - Diploma ADP Others _____
 - Higher Diploma Degree
- Certificate of Completion/Letter of Pass
- Testimonial (if required)
- English Qualification
 - IELTS MUET TOEFL Others _____

C. Request For Credit Transfer/Exemption Only (if applicable)

- | | |
|---|--|
| <input type="checkbox"/> Compulsory Subjects <ul style="list-style-type: none"> <input type="checkbox"/> Bahasa Kebangsaan A/B <input type="checkbox"/> Moral Education <input type="checkbox"/> Malaysian Studies <input type="checkbox"/> Islamic Studies | <input type="checkbox"/> Testimonial <ul style="list-style-type: none"> <input type="checkbox"/> Industrial Training <input type="checkbox"/> Employment History <input type="checkbox"/> Co-Curricular/Extra Curricular Activities |
| <input type="checkbox"/> Course Outline/Course Syllabus/Curriculum – Certified True Copy | <input type="checkbox"/> Others _____ |

D. Scholarships/Bursaries & Grants/Waivers/Financial Assistance Only (if applicable)

- Mara Loan Approved Application Form(s) Others _____

E. Outstanding Documents – For Applicant Only

The following documents must be submitted to the respective Programme Offices (as specified in the Letter of Acceptance) as soon as possible to avoid unnecessary delay.

- Document 1: _____
- Document 2: _____
- Document 3: _____

- Document 4: _____
- Document 5: _____

We look forward to welcome you on Orientation Day.
Thank you.

Taylor's University College/Taylor's College.

For Appointed International Representative's Use Only

Appointed International Representative's Stamp

Company Name	<input style="width: 100%;" type="text"/>
Authorized Personnel <small>(Full name as per passport)</small>	<input style="width: 100%;" type="text"/>
Signature	<input style="width: 100%; height: 30px;" type="text"/>
Date	<input style="width: 100%; text-align: center;" type="text" value="DD / MM / YYYY"/>

INTERNATIONAL STUDENT APPLICATION PROCEDURE

Step 1:

Students are advised to furnish their academic results and indicate their programme preference for initial eligibility inquiry.

Step 2:

If the initial eligibility is favourable, the applicant will submit the formal application, that is, the Taylor's University College/Taylor's College International Student Application Form (signed and dated) together with the following:

1. A certified true copy of actual/forecast results (please include the English translation if it is in a different language)
2. 6 passport-size colour photographs with BLUE BACKGROUND ONLY
3. One copy of the latest passport (all pages, including blank pages)
4. 3 photocopies of the details page of your passport
5. The International Student Charge of RM2,000 (or USD670)* via cash, bank cheque or telegraphic transfer** made in favour of: **Taylor's College Sdn. Bhd.** For Hospitality and Tourism Management courses, payment should be made in favour of: **Taylor's School of Hotel Management Sdn. Bhd.**

**Bank details for telegraphic transfers:

TAYLOR'S UNIVERSITY COLLEGE & TAYLOR'S COLLEGE

(For all schools EXCEPT School of Hospitality and Tourism)

Payable To : Taylor's College Sdn. Bhd.

Account No. : 012222502020

Bank Name : Malayan Banking Berhad

Bank Address : No. C8 – C10, Jalan SS 15/4D,
47500 Subang Jaya, Selangor, Malaysia

Swift Code No : MBBEMYKL

TAYLOR'S SCHOOL OF HOTEL MANAGEMENT (TCHT)

Payable To : Taylor's School of Hotel Management Sdn. Bhd.

Account No : 100310013292

Bank Name : Affin Bank Berhad Subang Jaya Branch,
Selangor, Malaysia

Bank Address : 7 & 9, Jalan SS15/8A, 47500 Subang Jaya,
Selangor, Malaysia

Swift Code No : PHBMMYKL

(PLEASE FAX OR EMAIL THE SCANNED COPY OF THE TELEGRAPHIC TRANSFER SLIP FOR OUR REFERENCE. KINDLY INCLUDE THE STUDENT NAME AND PROGRAMME ENROLLED).

Please courier all the above documents to Taylor's University College/Taylor's College at least **8 weeks** before the commencement of the programme (Note: Different programmes have different start dates)

Step 3:

Upon approval of the application, Taylor's University College/Taylor's College will release a Letter of Acceptance. This letter shall be faxed and couriered to the student. A Medical Health Report Form will be sent together with the Letter of Acceptance. Students are required to undergo a medical check-up prior to arrival in Malaysia as per the guidelines of the Malaysian Ministry of Higher Education.

Procedure for Students to Transfer to Taylor's University College/Taylor's College:

*If applicants have applied to other education institutions in Malaysia before, they will need to provide **supporting documents** to process their application.*

Upon receiving the Letter of Acceptance from Taylor's University College/Taylor's College, students will need to ask for the following documents from the previous college or university. These documents should be completed within a week to minimize delay in the process.

- 1) Release Letter
- 2) Attendance Report
- 3) Copy of the latest passport (all pages, including blank pages). The passport must have minimum one year validity
- 4) Copy of the latest student Pass/Visa from previous college/university
- 5) Copies of all academic qualifications (high school/secondary school/institution)
- 6) Copies of all results obtained from the former Institution
- 7) Letter of Justification-reasons for transfer – to be written by student

Documents from No.1 to No.7 must be **signed by the Chief Executive/authorized signatory** of the former institution. Students are not allowed to attend classes at Taylor's prior to getting approval from the Ministry of Higher Education (MOHE).

Step 4:

Once the Student Pass is approved by the Malaysian Immigration Department, Taylor's University College/Taylor's College shall fax and courier the **Student Pass and Visa Approval Letter including the Arrival Details Form** to the student.

Step 5:

For students who wish to stay in Taylor's residences, please submit the Taylor's Residences Application Form, together with USD400 as the reservation fee if you have not already done so.

Step 6:

For airport pickup, students must fax the completed Arrival Details Form **5 working days** in advance to the University College/College. A representative of Taylor's University College/Taylor's College is required by the Immigration Department to receive the student at the Immigration Check Point if the port-of-entry is the Kuala Lumpur International Airport (KLIA) or the Low Cost Carrier Terminal (LCCT). The airport Immigration Officer will **NOT** allow the student to enter Malaysia without the assistance of a staff from Taylor's University College/Taylor's College even though the student has the Approval Letter from the Ministry of Higher Education.

SHOULD YOU HAVE ANY QUESTIONS, KINDLY CONTACT:

For programmes offered by Taylor's University College:

Taylor's International Office Address:

No. 12, Jalan SS 15/8, 47500 Subang Jaya,
Selangor Darul Ehsan, Malaysia
Tel: +603-5638 6728 Fax: +603-5638 6737
Email: admissions@taylors.edu.my

For programmes offered by Taylor's College, Petaling Jaya & Taylor's College, School of Hospitality and Tourism Management:

Taylor's International Office Address:

Block C, Leisure Commerce Square, 9, Jalan PJS 8/9,
46150 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
Tel: +603 7877 9777 Fax: +603 7877 7007
Email: admissions@taylors.edu.my

IMPORTANT: CONDITIONS OF REGISTRATION**International Student Charge**

An International Student Charge of RM2,000 (or USD670)* is compulsory for all international students who do not hold a Malaysian IC or a Malaysian passport, and is non-refundable. This amount does not include the levy charged by the Malaysian Immigration Department for Student Pass or Visa. For the refund policy of course fees, please refer to Part E Conditions of Enrolment.

Attendance & Expulsion

Regular attendance is compulsory. It is a regulation of the Malaysian Ministry of Higher Education and Immigration Department that a student who is absent for 3 consecutive days without valid reasons or prior permission has to be reported to the Malaysian Immigration Department. Action may be taken which can result in the revoking of the Student Pass. Taylor's University College/Taylor's College reserves the right to expel students for serious breaches of discipline. Fees will not be refunded in such cases.

International Student Hospital and Surgical Insurance

This is compulsory for all international students and the premium is payable on a yearly basis. Students are required to renew their insurance policy upon expiration.

Student Pass, Visa & Immigration Levy

All international students are required to hold a Student Pass while

studying at Taylor's University College/Taylor's College. All levies charged by the Malaysian Immigration Department have to be borne by the student. Payment for levies should be made in cash to the International Student Officer when reporting to the University College to facilitate the endorsement of the Student Pass onto the passport.

Personal Bond

All international students (except P.R. China students) have to pay a personal bond, the amount of which is fixed by the Malaysian Immigration Department. The amount is totally refunded upon completion of academic course if the student has not violated the rules and regulations of the Malaysian Immigration authority. Only those holding Diplomatic Passes are exempted from paying this bond.

Course Payment

Course fee payment should be made in Ringgit Malaysia. Payment can be in the form of cash, cheque, card, draft or telegraphic transfer. Payment should be made payable to:

- **Taylor's School of Hotel Management Sdn. Bhd.**
(for hospitality and tourism management programmes only) OR,
- **Taylor's College Sdn. Bhd.** (for all other programmes)

Note: Students holding a Dependent Pass are required to convert to a Student Pass while studying at Taylor's University College/Taylor's College.

FEE INFORMATION:

International Student Charge	•	RM2,000 (or USD670)* (cash, bank cheque or telegraphic transfer)
Security Bond	•	Ranges from RM100 – RM2,000 depending on country (except P.R. China)
Taylor's Residences	•	RM450 – RM750 per month (refer to Accommodation Officer for details)
Tuition and related fees	•	Varies with programmes. Please refer to respective programmes' fee schedules

TAYLOR'S UNIVERSITY COLLEGE/ TAYLOR'S COLLEGE RESERVES THE RIGHT TO CHANGE THE FEES AT ANY TIME.

Please remember to:

- Include your cheque or telegraphic transfer for RM2,000 (or USD670)*
- Ensure that all required fields are satisfactorily filled
- Make sure that your address and other contact details are correct

CONDITIONS OF ENROLMENT

1. Fees for the academic year are as set out in the Fees Schedule.
2. Full settlement of first semester/term fees is required upon registration or by the intake date and according to the due dates for subsequent semesters/terms.
3. Payment by crossed cheque, telegraphic transfer, money order or bank draft is to be made in favour of "Taylor's College Sdn. Bhd.", for all courses, except Hospitality and Tourism Management courses. For these courses, payment is to be made in favour of "Taylor's School of Hotel Management Sdn. Bhd."
4. Fees paid are neither refundable nor transferable, except in the circumstances set out below and provided that a request in writing for such refund is received by the Programme Director. Any refund of fees or part thereof is subject to the following:
 - a) If a student withdraws from the programme before the commencement of the semester/term, an amount not exceeding 70% of all fees (except Registration Fee & Student Services Fee) paid is refundable.
 - b) If a student withdraws from the programme within the first two weeks after the commencement of the semester/term, an amount not exceeding 50% of all fees (except Registration Fee and Student Services Fee) is refundable.
 - c) There will be no refund of fees if a student withdraws after the second week of the commencement of the semester/term.
 - d) However, if a student is required to leave the programme for National Service because his/her request for National Service deferment is denied, he/she will be eligible for a full-refund of all fees paid.
 - e) However, if a student is required to leave the programme due to non-fulfillment of entry requirements upon official announcement of examination results, he/she will be eligible for a pro-rated refund of all fees (except Registration Fee & Student Services Fee).
5. In the event that the University College/College cannot accept a student for enrolment due to the fault of the University College/College, all fees paid will be refunded in full.
6. Refunds will be made in the name of the parent/guardian/sponsor as declared in Part F of this application form.
7. All refunds whether of fees, deposits or whatsoever payments, shall be free of interest and shall be subject to the right of set-off by the University College/College against any fees or whatsoever payments due and owing to the University College/College.
8. For all semesters/terms, all fees due must be fully paid before or by the start date of the semesters/terms. An administrative charge of RM50.00 will be imposed commencing from the third week of the semester/term if payment is not received by the specified due date for each week or part thereof delayed. The University College/College reserves the right to review the status of the student and to take such necessary action as the University College/College deems fit if payment is not received by the end of the fifth week of the semester/term. Such action may include barring from classes and facilities, suspension or termination of the student.
9. For inter-programme transfer cases, an administrative charge of RM200.00 will be imposed except when the transfer is carried out before the semester/term commences for the first registered programme. The amount of fees transferable to the new programme is subject to the following:
 - a) If inter-programme transfer is carried out within the first month of the commencement of the semester/term, all fees paid are transferable to the new programme.
 - b) If inter-programme transfer is carried out after the first month of the commencement of the semester/term but before the mid-semester/term, only pro-rated tuition fee and 50% of all the other miscellaneous fees will be transferable to the new programme.
 - c) If inter-programme transfer is carried out after the mid-semester/term or after the completion of a semester/term, only the Registration fee and all deposits are transferable to the new programme.
10. In the event that a student is expelled from the University College/College or leaves the University College/College due to disciplinary/academic misconduct, there shall be no refund of fees paid except refundable deposits.
11. Students must abide by all academic, administrative and examination rules and regulations and policies of the University College/College.
12. The University College/College reserves the right to use a student's personal information in any publicity and/or promotion exercise of the University College/College. The scope of usage of this information may include the publishing of good examination results, the award of a prize or scholarship, any achievement, academic or otherwise, and the granting of access to his/her information by the Taylor's University College/Taylor's College Alumni Association.
13. All claims for refund of any moneys (whether fees, deposits or whatsoever payments) shall be made within one (1) year from the date the relevant student ceases to be a student of the University College/College, failing which the amount thereof shall accrue in favour of the University College/College and thenceforth the right to so claim shall automatically cease. The University College/College shall be entitled to transfer the said money into a separate account/ fund and apply the same for whatsoever purpose deemed fit by the University College/College.
14. For progression, the following applies:

Certificate/Pre-University/Foundation/Diploma Programmes

The completion of Certificate/Pre-University/Foundation/Diploma Programmes at Taylor's University College/Taylor's College does not give the student automatic admission to a university. Admission is determined by the student's performance and the university's entry requirements.

Tertiary Programmes

 - a) The admission of the student to continue his/her studies at a university is subject to successful completion of studies at Taylor's University College/Taylor's College and the fulfillment of terms and conditions of the entry requirement stipulated by the university.
 - b) It is the responsibility of the student to fulfill the requirements of the immigration authorities of the countries they wish to transfer to.
15. The award of scholarships/bursaries & grants/waivers/financial assistance is subject to the aforesaid terms and conditions set by the management of Taylor's University College/Taylor's College.

* The USD amount is for indicative purposes only and is subject to bank charges and fluctuations in the exchange rate. All fees are payable in Ringgit Malaysia.