

APPLICATION TO KLT

Forms need to fill

1. Enrollment Application Form	2. Laila Taib Scholarship/ Bursary
3. Hostel Application Form	4. Income Verification (If no Pay Slip)

Documents needed

These documents are required to process your application. Please submit it together with the forms to avoid delays.

No	Documents	Quantity	(✓)
1	Passport-sized photo (with white background)	2	
2	Photocopy of Identity Card (Both sides on a page)	1	
3	Photocopy of birth certificate	1	
4	Photocopy of CERTIFIED academic certificates and results (SPM/ STPM/UEC/Certificate/Others)	1	
5	Photocopy of CERTIFIED both parents' Pay Slip; or J Form; or Income Verification for self-employed or unemployed	1	

Note:

The certification of the result and Income Verification may be done by Ketua Kampung / Ketua Penduduk / Kapitan / Penghulu / Pemanca / Temenggong / School Principal / Senior Assistant (Penolong Kanan) / Government officer with Grade 41 and above.

Payment Upon Successful Application

The list of admission fees that students need to pay upon successful application:

Item	Amount (RM)	Remarks
Study Security Deposit	RM300	Refundable with Terms & Conditions
Programme Fee	First-semester fee	Programme fee payment is available in instalments by request*
Hostel Security Deposit	RM 300	Refundable with Terms & Conditions
Hostel Rental Fee	First-semester fee	Hostel fee payment is available in instalments by request*
Miscellaneous Fee	RM 50	Student T-shirt Student Card Lanyard and cardholder

All payment can be made by CASH in person (at the Bursary's opening hours), Sarawak Pay or bank transfer. Bank information as follow:

Payable to : S.U.C. Consortium Sdn. Bhd.
Account No. : 019-00-12389-7
Bank Name : Hong Leong Bank Berhad



Kolej Laila Taib, Sibu

Please email (registry@klt.edu.my) or WhatsApp (016-3809818) with the student's full name & IC to us the payment receipt as proof of payment.

If you require further information, please do not hesitate to contact us at 084-311888 (Office), 016-3809818 (WhatsApp), enquiries@klt.edu.my (E-mail) or go to our official website www.KLT.edu.my. We are looking forward to seeing you soon in KLT.

B. LAST ACADEMIC QUALIFICATION

School/College Name

Year

Name of Last Examination

City/State

C. GENERAL INFORMATION

How did you learn about Kolej Laila Taib ? (Tick where appropriate)

<input type="checkbox"/>	Friends / Family	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Banner / Fishtail	<input type="checkbox"/>	Education Agent: _____
<input type="checkbox"/>	Radio Apps	<input type="checkbox"/>	School Magazine Ads	<input type="checkbox"/>	School Roadshow	<input type="checkbox"/>	Others: _____

D. ACCOMMODATION

Accommodation: Not Required Required Date Required: _____
 Double-Sharing Single

Allocation of either a Double-Sharing or Single Room will be subjected to the availability and at the discretion of the College.

E. MEDICAL CONDITION / DISABILITY

Please indicate special medical condition / disability.

1. **What is the primary purpose of the proposed legislation?**

F. DECLARATION AND SIGNATURE

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood the terms and conditions. I will abide by the conditions set out, which I accept as conditions of the application. I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

Signature of Applicant: _____

Date: _____

Note: For an outstation student's application, please send the enrolment application form and all the relevant documents together with the proof of payment to KLT by courier service. Fax or email of the form and documents **will not be accepted**.

I. TERMS AND CONDITIONS

1. Application Procedure

- 1.1 Complete and return the Application Form together with the relevant documents.
- 1.2 Non-refundable ¹Registration Fee of RM100 must be paid for application to be processed.
- 1.3 The enrolment criteria and regulations may be changed from time to time at the discretion of the College.
- 1.4 The College reserves the right to accept or reject any application at its discretion.

2. Payment of Fees

- 2.1 Fees must be paid in advance. Payment can be made by cash in person (at the Bursary's opening hours), by cheque or bank transfer.

Payable to : S.U.C. Consortium Sdn. Bhd.	Tel No. : 084-311888
Account No. : 019-00-12389-7	Fax No. : 084-319888
Bank Name : Hong Leong Bank Berhad	WhatsApp No. : 016-3809818
	Email : registry@klt.edu.my

- 2.2 An **active** student is deemed to be enrolled and in good standing if all due fees have been settled before commencement of classes. If he/she has **not** paid the fees after the grace period, he/she will be considered as an **inactive** student.
- 2.3 All tuition and other applicable fees due for subsequent semesters must be paid on or before the date of commencement. A grace period of **two weeks (Long Semester) or one week (Short Semester)** is given for any late payment. After the grace period, **RM10.00 per day** will be levied. **All fees are subject to change from time to time at the discretion of the College.**
- 2.4 Any student failing to pay his/her semester/term fee within the required period may be barred from entering the College and from attending classes or seating for the final exam.
- 2.5 Students entitled to the Laila Taib Scholarship scheme will have to pay the ¹Registration Fee and the Security Deposit.
- 2.6 The Security Deposit is non-refundable at all times except upon graduation.
- 2.7 Graduation fees shall be duly deducted from the Security Deposit.
- 2.8 For any outstation student who needs accommodation, he/she is required to settle all the hostel fees and refundable hostel deposit before he/she can move into the room.

3. Withdrawal from an Academic Program

- 3.1 Any **active** student's withdrawal must be **made officially** with the Registry by using the prescribed form. The student will have to **return** library books and any property belonging to the College. The replacement cost for any lost or damaged College property will be the responsibility of the student.
- 3.2 A student who withdraws from a program of study, is eligible for a refund of the tuition fees paid for the semester based on the following conditions:

<u>Date of withdrawal (Long Semester)</u>	<u>Amount of tuition fees refundable</u>
I. <u>Before</u> the commencement date	100%
II. <u>Before the end of the SECOND week</u> from the commencement date	50%
III. <u>After the end of the SECOND week</u> from the commencement date	No refund

<u>Date of withdrawal (Short Semester)</u>	<u>Amount of tuition fees refundable</u>
I. <u>Before</u> the commencement date	100%
II. <u>Before the end of the FIRST week</u> from the commencement date	50%
III. <u>After the end of the FIRST week</u> from the commencement date	No refund

4. Transfer to another Academic Program or Intake

- 4.1 Any transfer must be made officially with the Registry using the prescribed form.
- 4.2 Each transfer after the commencement date of the program will incur a transfer fee of **RM200.00**.
- 4.3 A student who transfers to another program of study within the first two weeks of the commencement date is subject to the availability of place and at the discretion of the College, for a transfer of tuition fees with a payment for any difference, if any.
- 4.4 Any transfer to other programmes after the end of the second week of the commencement date is subject to **re-enrollment**.
- 4.5 A student who transfers to another program, is eligible for transfer of the tuition fees for the semester based on the following conditions:

¹Registration Fee – the registration fee of RM100 is being waived.

B. DECLARATION

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood the terms and conditions. I hereby agree to pay all fees due on the dates stipulated by the College. I will abide by the conditions set out, which I accept as conditions of the application. I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

Applicant's signature: _____

Date: _____

C. DECLARATION BY PARENT/ GUARDIAN/ SPONSOR

I hereby agree to pay all fees due on the dates stipulated by the College. I have read and understood the conditions of enrolment. I agree to the terms as laid out. I also agree to allow the student to participate in all visitations, events or functions within the duration of his/her studies, with the College and will not hold the responsibility for any injuries, death, missing persons or accidents that may occur before, after or during the event.

I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

Name of parent or guardian or next of kin

113. *Leucosia* *leucostoma* *leucostoma* (Fabricius)

Relationship

Contact No.

Home Address

Company

Company

Occupation

Office No

Occupation: _____

Email Account

Email Account

Signature of Parent/Guardian/Sponsor:

Date:

B. DECLARATION AND SIGNATURE

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood the terms and conditions. I will abide by the conditions set out, which I accept as conditions of the application. I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

Applicant's signature: _____

Date: _____

C. DETAILS OF PARENT/ GUARDIAN/ SPONSOR AND FAMILY MEMBERS

Name of parent or guardian or next of kin

Relationship

I.C/Passport No.

Contact No.

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood the terms and conditions. I will abide by the conditions set out, which I accept as conditions of the application. I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

Signature of Parent/Guardian/Sponsor:

Date:

D. TERMS AND CONDITIONS

1. Application Procedure

- 1.1 Complete and return the Application Form together with **all relevant documents**.
- 1.2 Completed applications will **only be processed** if accompanied by **all required documents**.
- 1.3 Please ensure that you have enclosed the following:
 - 1.3.1 One (1) passport sized photo.
 - 1.3.2 One (1) photocopy of your certified academic certificates and results (SPM/UEC/Others).
- 1.4 The enrolment criteria and regulations may be changed from time to time at the discretion of the College.
- 1.5 The College reserves the right to accept or reject any application at its discretion.

2. Eligibility for Laila Taib Scholarship

- 1.1 The applicant must have a **firm offer of admission** to one of the Kolej Laila Taib Diploma programmes.
- 1.2 The applicant must not exceed 25 years old.
- 1.3 The applicant must be a Malaysian.

3 Value of Iaila Taib Scholarship

3.1 This scholarship **only** covers the **full/partial programme fee or Hostel Fee** at Kolej Laila Taib campus.

B. DECLARATION AND SIGNATURE

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood the terms and conditions. I will abide by the conditions set out, which I accept as conditions of the application. I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

Applicant's signature: _____

Date: _____

C. DETAILS OF PARENT/ GUARDIAN/ SPONSOR AND FAMILY MEMBERS

Name of parent or guardian or next of kin

Relationship

I.C/Passport No.

Contact No.

Household Income per month (RM): **please attach the original pay slip if any**

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read and understood the terms and conditions. I will abide by the conditions set out, which I accept as conditions of the application. I agree, by signing this form, I am subject to the College's Privacy Notice. I consent the personal data collected herein by Kolej Laila Taib be processed in accordance with the Malaysian Personal Data Protection Act 2010, used for the purpose of administrative, and publicity and/or promotional exercise and other related legal documents.

Signature of Parent/Guardian/Sponsor:

Date:

D. TERMS AND CONDITIONS

1. Application Procedure

Application Procedure

- 1.1 Complete and return the Application Form together with **all relevant documents**.
- 1.2 Completed applications will **only be processed** if accompanied by **all required documents**.
- 1.3 Please ensure that you have enclosed the following:
 - 1.3.1 One (1) passport sized photo.
 - 1.3.2 One copy of the current certified payslip / Form J / Income Verification Letter.
- 1.4 The enrolment criteria and regulations may be changed from time to time at the discretion of the College.
- 1.5 The College reserves the right to accept or reject any application at its discretion.

2. Eligibility for Laila Taib Bursary

- 2.1 An applicant must have a **firm offer of admission** to one of the Kolej Laila Taib Diploma programmes.
- 2.2 Applicable to Sarawakian only.
- 2.3 The applicant must not exceed 25 years old.

3. Value of Laila Taib Bursary

3.1 This Bursary **only** covers the **full/partial programme fee or Hostel Fee** at Kolej Laila Taib campus.

INCOME VERIFICATION

I I/C No.,

Address

hereby certify that I am (employed / unemployed) as

with a household income of RM per month.

Signature :

Name :

Date :

VERIFICATION BY PESURUHJAYA SUMPAH

I I/C No.,

hereby confirm that the nominee is indeed (employed / unemployed) and the household income is as stated above.

Signature & Stamp :

Name :

Date :

* Confirmation can also be certified by Ketua Kampung / Ketua Penduduk / Kapitan / Penghulu / Pemanca / Temenggong / School Principal / Senior Assistant (Penolong Kanan) / Government officer with Grade 41 and above.