

A. APPLICANT INFORMATION (USE BLOCK LETTERS)

Name (as per NRIC/Passport): _____

NRIC No/Passport: _____ Nationality : Local International

Mobile No : _____ Email Address : _____

Programme Registered : A LEVEL AUSMAT ACCA FIA ACCA ADTP DECE
 DSW DIT DCS DFT DDM DDB

Intake : _____ (year) _____ (month) Campus : KL Penang

Have you applied for or held other MCKL scholarships?: YES NO

If yes, kindly specify the type of scholarship/financial aid and amount/percentage: _____

B. ACADEMIC RESULTS

Name of School: _____

Academic Qualification: SPM IGCSE STPM

Cambridge A Level Australian Year 12 UEC

ACCA FIA (FBT, FFA & FMA) Others: _____

C. I WISH TO APPLY FOR

Tuition Fees Lab Fees Bursary (Specify Amount): _____

Other Fees (Please specify): _____

D. GROSS HOUSEHOLD INCOME

(Criteria: Below RM4,000.00 per month/ RM48,000.00 per year)

	Father	Mother	Guardian
Name			
Age			
Relationship	-	-	
Occupation			
Employer			
Office Tel No			
Gross annual income (before deductions)			

E. CHECKLIST OF SUPPORTING DOCUMENTS

(Criteria: Below RM4,000.00 per month/ RM48,000.00 per year. Attach certified true copies of supporting documents)

- Tax Return Forms of both parents or guardians - Last 3 working years (**Mandatory**)
- Household utilities bills - Last 3 months (**Mandatory**)
- Other Supporting Documents - Eg. death certificate, divorce certificate, disability claims, etc.

F. SIBLINGS

Position in Family	Name	Age	School/Employer	Grade/Position	Scholarship/ Monthly Income
1					
2					
3					

G. INFORMATION VERIFICATION

(Name two individuals that know you and your family that can verify the information provided in this form).

Name		
E-mail		
Phone No.		
Relationship		

H. REASONS FOR FINANCIAL AID APPLICATION

(If you require more space, please provide an attachment with your response)

I. WHAT IF YOU WERE UNSUCCESSFUL IN RECEIVING THE FINANCIAL AID?

J. SUBMISSION INSTRUCTIONS

- Applications must be submitted to the Office of The Registrar before **5.00pm on 31 January/ 30 July/ 30 September**. Forms received after the deadline will be considered for the following semester.
- If parent/guardian is unemployed, retired, disabled or a homemaker, please provide a supporting document or written statement. (Unemployed or retired parents/guardians are still required to submit Tax Return Form from last 3 working years)
- Incomplete forms, unsupported statements and uncertified documents will be rejected.

K. DISCLOSURE

- No, I am not a recipient of, applying for or planning to apply for any external scholarships or loans for my studies in MCKL.
- Yes, I am a recipient of, applying for or planning to apply for external scholarships or loans for my studies in MCKL, from _____ (name of sponsoring body)

L. DECLARATION OF APPLICANT

- I have read and accept all Terms and Conditions governing the MCKL Financial Aid. I accept MCKL's decision on these matters as absolute and final.
- I declare that all information and documents supplied by me are true, complete and valid. I agree that MCKL may seek verification on any of my information or documents from relevant third parties. I accept that MCKL may reject my application or withdraw the Financial Aid from me at any time if any supplied information or document is found to be untrue, incomplete and/or invalid. In such event, I agree to pay or reimburse to MCKL such sums which may have been disbursed to me pursuant to the Financial Aid.
- I have read MCKL's Personal Data Protection Notice (<https://mckl.edu.my/legal-policies-and-notices/>) and I give my express consent to MCKL to process my personal data accordingly. I shall immediately update MCKL through the Office of the Registrar in the event of any changes to my personal data. I further warrant that I have obtained the consent of the relevant third party where I have provided personal data other than of myself.
- As parent/legal guardian of the applicant who has yet to attain 18 years of age, I hereby confirm, accept, and/or give my express consent to all the above declarations for and on behalf of my minor child/ward. I undertake to be responsible for all his/her actions, omissions, and undertakings. (if applicable)

(Signature of Applicant)

Name:
 NRIC:
 Date:

(Signature of Parent/Legal Guardian)

Name:
 NRIC:
 Relationship to Applicant:
 Date:

FOR OFFICE USE

1. Received By	Action	Remarks (If any)	Name & Signature	Date
Office of The Registrar	1. Check form and relevant documentation attached. 2. Produce score sheet. 3. Shortlist applicant. 4. Inform applicant through e-mail.			

2. Selection Results

- Approved : _____
- Rejected (Remarks): _____

Selection Panel	Name & Signature	Date
Registrar		

TERMS AND CONDITIONS

- Financial Aid (“Aid”) is available to students from families in the B40 Category, whose gross immediate household income is less than RM4,000.00 per month or RM48,000 per year.
- To be considered for the Aid, applicants must be below the age of 25 years and have enrolled in a full time MCKL programme and shall have paid the application fee and admission deposit in full.
- Applicants must meet the minimum entry requirement set by the Ministry of Higher Education for SPM or IGCSE equivalent results to be eligible for the Aid. The actual final results must be submitted to the Office of the Registrar within 7 days of release of actual results, - failing which applicants may have their Aid put under review.
- Successful applicants will be informed a month after the submission deadline.
- Successful applicants are **required to pay the semester fees in full** before the commencement of the semester upon acceptance of the Aid.
- The Aid will be disbursed on a semester-by-semester basis, commencing from the second semester until the end of the programme. The final disbursement will be distributed upon the successful completion of the programme. Students who have not fully settled their semester fees are not entitled to any Aid disbursement in the subsequent semester.
- Unless otherwise specified, the Aid will not be backdated to cover for semesters which have already been completed before application for Aid.
- The Aid is based upon the number of subjects attempted in each semester’s final exams and is limited as follows:-

Cambridge A Level	Maximum of 4 subjects*
Australian Matriculation	Maximum of 5 subjects
ACCA FIA	Maximum of 7 modules
American Degree Transfer Program	Maximum of 2 years**
Diploma Programmes (Full Time)	Maximum of 2.5 years or 90 cumulative credit hours, whichever comes first
ACCA (Knowledge, Skills & Professional papers)	Maximum 3 years or 13 papers, whichever comes first**

*Not inclusive of German Language **Not inclusive of MPU Subjects

- The Aid does not cover: -
 - Subjects/Credit hours in which no examinations/assessments were attempted;
 - Withdrawn/Dropped subjects; and
 - Repeat subjects/papers
- Recipients are required to maintain an academic progress of a minimum GPA of 2.20 (ADTP, A Level, AUSMAT, Diploma programmes) or an average of 55% (ACCA FIA, ACCA internal assessments) for each semester throughout the programme.
- All recipients are required to pass Service Learning and Character Formation subjects in order to maintain the Aid. However:-
 - ACCA and ADTP students are not required to take Character Formation
- All recipients are required to attend the Graduation & Awards Ceremony in order to be refunded the final portion of the Aid, provided the above conditions are also met.
- This Aid is only valid for the duration of the enrolled Programme and does not cover any extension of the programme beyond its minimum duration.
- Applicants may apply for more than one MCKL scholarship/ bursary/ financial aid/ discount (collectively, “award”) at any one time but will be permitted to benefit from only one award, which shall generally be the award with the highest quantum.
- In the event a recipient is offered and accepts any scholarship, bursary, financial aid or other sponsorship for their MCKL studies from any other entity or person, (s)he shall inform the Office of the Registrar in writing within two (2) weeks of such acceptance. The Institution reserves the right to withdraw or adjust the quantum of the Aid to the recipient. Recipients who fail to inform the Office of the Registrar may face disciplinary action and/or be required to reimburse the full value of the disbursed Aid to MCKL.
- The Aid may not be transferred to other MCKL programmes or deferred to other intakes except with the prior written consent of MCKL. Such consent may be withheld at the Institution’s absolute discretion.
- In the event that a recipient withdraws from the enrolled Programme at any time after acceptance of the Aid (including prior to the 1st day of Orientation), any refund of fees is subject to the Terms and Conditions as stated in the Student Handbook.
- If the recipient is subject to disciplinary action, suspended or expelled from MCKL at any time before the completion of the Programme, the Aid shall terminate and be automatically revoked. MCKL reserves the right to require the recipient to reimburse the full value of the disbursed Aid.
- This Aid is not transferable, cannot be encashed and does not cover external examination fees (if applicable) or textbooks.
- MCKL reserves the right to involve Aid recipients in various activities organised by the Institution, including interviews, MCKL events, education events, social media, photography/videos, and other promotional activities of MCKL. Attending the Graduation & Awards Ceremony is mandatory, except for students who are already overseas.
- This Aid is given at the sole discretion of MCKL. Applicants are not guaranteed approval of the Aid notwithstanding fulfilling the conditions set.
- MCKL reserves the right to amend any criteria and/or terms and conditions of the Aid as and when it deems necessary. The decision of MCKL on all matters pertaining to the Aid is absolute and final.