

# 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 (LOCAL)

Full Name as per NRIC: .....

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

Place of Birth\*: ..... Country: ..... State: .....

Ethnicity / Race\*: ☐ Malay ☐ Chinese ☐ Indian ☐ Punjabi ☐ Others ..... Bumiputera status\*:  
☐ Bumiputra  
(Kindly specify your ethnicity) : .....  
☐ Non-Bumiputra

\* Required for reporting purposes to relevant Authorities

## SECTION B: CONTACT DETAILS OF APPLICANT

Mobile No.: ..... Phone 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		
Phone No.		
Relationship		
Occupation		

## EMERGENCY CONTACT INFORMATION

Name: ..... Phone No: ..... Relationship: .....

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

Intake

Year:

Month:

☐ **CAMBRIDGE A LEVEL (CAL)**

Refer to Subject Sheet A (CAL)

☐ **AUSTRALIAN MATRICULATION (AUSMAT)**

Refer to Subject Sheet A (AUSMAT)

**DIPLOMA PROGRAMMES**☐ **EARLY CHILDHOOD EDUCATION\***☐ **COMPUTER SCIENCE\*\***☐ **E-COMMERCE\*\***☐ **SOCIAL WORK\***☐ **INFORMATION TECHNOLOGY\*\***☐ **DIGITAL MARKETING\*\***

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

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

☐ **Full Time**☐ **Part Time**☐ **Micro-credentials**

No.	Subject Code	Subject Title

☐ **AMERICAN DEGREE TRANSFER PROGRAM (ADTP)**

Majors Interested

☐ **Undecided****PROFESSIONAL QUALIFICATION**☐ **ACCA FOUNDATION IN ACCOUNTANCY\***

\* 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
☐ **ACCA QUALIFICATION\***

No.	Papers Enrolled

**SECTION E: 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): .....

**CHECKLIST OF REQUIRED DOCUMENTS AND FEES** (All Students)☐ **A Completed MCKL Application Form****Application Fee and Admission Deposit**☐ All payments must be addressed to **METHODIST COLLEGE KUALA LUMPUR** (Public Bank Account No.: 3-153-4483-00).

Payments made via direct bank transfer are to enclose bank-in slip as proof of payment. Applicants may also email payment slip as proof of payment, providing the Student's Name, Cohort &amp; Programme to 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**☐ **Covid-19 Vaccination Certificate**☐ **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

1. The Application Fee and Admission Deposit are due together with the submission of the Application Form.
2. Enrolment in the selected Programme is not complete until all fees, deposits, and other payments have been made in full. Payment of all outstanding or balance fees shall be made no less than 14 days prior to the first day of classes ("Commencement Date").
3. A student may be barred from classes and MCKL facilities in the event of failure to fully settle all fees and applicable payments prior to the Commencement Date.
4. Students who receive conditional offers based on forecast results (or the equivalent) shall submit their actual results to the Registrar's Office within 7 days of the release of the actual results. If the actual results do not meet the minimum requirement for entry into the selected Programme, the student will have to withdraw from the Programme and the refund policy set out in paragraph 5 below will apply.
5. MCKL's fee refund policy:
  - (a) The Application Fee is not refundable under any circumstances.
  - (b) 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 Registrar's Office prior to the Commencement Date.
  - (c) Students who withdraw within 14 calendar days from Commencement Date will be eligible for a 50% refund on fees paid (excluding Application Fee, Laboratory Fee and Admission Deposit).
  - (d) Students who withdraw after 14 calendar days from Commencement Date will not be entitled to any refund whatsoever.
  - (e) 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.
  - (f) All withdrawals after the Commencement Date are subject to MCKL's prevailing policies and the terms set out in the Student Handbook.
  - (g) In the event a student discontinues or drops a subject, the refund (if any) will be subject to the provisions of the Student Handbook.
  - (h) The Admission Deposit is refundable upon completion of Programme less any amount chargeable on account of unreturned library books, fines, unpaid damages, outstanding fees, etc. Students shall submit the *Admission Deposit Refund Form* within 30 calendar days of his/her last examination paper.
6. Students who transfer from a Programme/intake to another Programme/intake before the Commencement Date of the original Programme/intake, may apply to transfer the fees paid to the new Programme of study/intake (minus Application Fee).
7. MCKL's decision on all matters pertaining to admission, fees, and refund shall be absolute and final.

### 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

Have you received double (2) doses of vaccination. (If no, please state the amount of doses taken)

☐ Yes☐ No

### DECLARATIONS

- ☐ I have read and hereby accept all terms and conditions hereof for the admission to MCKL.
- ☐ I declare that all information and documents supplied by me are true, complete, and valid. I give consent to MCKL to seek verification on any information and documents supplied by me from relevant third parties. Should any information be found to be untrue, incomplete, or invalid, I accept that I may be discontinued from the programme or required to withdraw without recourse to any fee refund.
- ☐ I have read [MCKL's Personal Data Protection Notice](#) and I give 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 undertake to comply with all rules, regulations, and policies of MCKL including those set out in the Student Handbook, Student Sharepoint, and other communications from time to time.
- ☐ I authorise MCKL to release my academic progress, fee details, and other relevant information to my parents and/or any third party sponsoring my studies.
- ☐ I give consent to MCKL to publicise my achievements in its marketing materials, social media platforms, and other channels.
- ☐ 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 of the above for and on behalf of my minor child/ward. I undertake to be responsible for all his/her actions, omissions, and undertakings. (Must be accepted by parent/guardian where the applicant has yet to attain 18 years of age.)

(Signature of Applicant)

Name: .....

NRIC No.: .....

Date: .....

(Signature of Parent/Guardian)

Name: .....

NRIC/Passport No.: .....

Relationship to Applicant: .....

Date: .....

**FOR OFFICE USE**

<b>Programme &amp; Intake:</b> ..... <b>Scholarship Detail:</b> ..... <b>Additional Advising/Note:</b> .....	<b>Signature &amp; Stamp of Recruitment Agent</b>  Name: ..... (Company Stamp) E-Mail: ..... <input type="checkbox"/> Send Offer Letter to Agent Office
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**Finance & Accounts**

<b>Date:</b> ..... <b>Cheque No.:</b> ..... <b>Amount.:</b> ..... <b>Received By:</b> .....				
Department	Action	Remarks (If any)	Name & Signature	Date
<b>Programme Advisor</b>	1. Form complete 2. Relevant documents attached 3. Entry requirement fulfilled 4. Subject advising session remarks recorded if required			
<b>Enrollment &amp; Admissions</b>	1. Form complete 2. Relevant documents attached			
<b>Office of The Registrar</b>	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"/> Accepted <input type="checkbox"/> Accepted Conditionally <input type="checkbox"/> Declined
Remarks: ..... Name/ Stamp ..... Signature: ..... Date: .....

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

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

Tel: (603)-2274 1851 || E-mail: admission@mckl.edu.my || Website: www.mckl.edu.my

# SUBJECT SHEET A (LOCAL) *(All students are required to complete Service Learning and Character Formation as compulsory subjects)*

Intake

Year:

Month:

## ☐ CAMBRIDGE A LEVEL (CAL)

### JANUARY & JULY INTAKE SUBJECT COMBINATION *(Please choose 3 or 4 subjects within the same combination only)*

<input type="checkbox"/> Pure Science (S)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Biology	<input type="checkbox"/> Physics	
<input type="checkbox"/> Science with Further Mathematics (D)	<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"/> Sub-Science (M)	<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"/> Arts (A)	<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"/> German Pathway Science (S/M)	German Language (AS)	Mathematics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Computer Science	<input type="checkbox"/> Physics	<input type="checkbox"/> Economics
<input type="checkbox"/> German Pathway Science (S/M)	German Language (AS)	Mathematics	Chemistry	Biology	
<input type="checkbox"/> Optional Subject	<input type="checkbox"/> Divinity <i>(only as the 4th subject)</i>				

### SEPTEMBER INTAKE SUBJECT COMBINATION *(Please tick 3 or 4 subjects within the same combination only)*

<input type="checkbox"/> Pure Science (S)	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Biology	<input type="checkbox"/> Physics	
<input type="checkbox"/> Sub-Science (M)	<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"/> Arts (A)	<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

## ☐ AUSTRALIAN MATRICULATION (AUSMAT)

### JANUARY INTAKE SUBJECT COMBINATION *(Please 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"/> Applied Information Technology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics	<input type="checkbox"/> Biology
<input type="checkbox"/> English as Additional Language or Dialect (EALD)*	<input type="checkbox"/> Mathematics Methods	<input type="checkbox"/> Psychology	<input type="checkbox"/> Economics	<input type="checkbox"/> Accounting & Finance	<input type="checkbox"/> Business Management & Enterprise <input type="checkbox"/> Mathematics Specialist**

### \*\*APRIL INTAKE SUBJECT COMBINATION *(Please 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 *(Please 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"/> 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 & Finance	<input type="checkbox"/> Business Management & Enterprise

Note:  
Students joining August intake will be covering Australian Year 11 syllabus in the 1st semester. They are then required to re-register their subjects in 2nd semester & are allowed to choose a different subject combination.  
\*UPSR Certificate is needed for application of EALD (Less than 7 years of English medium education)  
\*\*Subject to change

#### DECLARATIONS

- ☐ I hereby acknowledge my selection of subjects as above.
- ☐ I undertake to comply with all rules, regulations and policies of the College, including those set out in the Student Handbook, Student Sharepoint and other applicable College platforms.
- ☐ As parent/legal guardian of a minor child/ward (<18 years of age), I hereby affirm and give the required consent to all the above for and on behalf of my minor child/ward. I further undertake to be responsible for his/her acts, omissions and undertakings. *(For completion where applicant is less than 18 years old at point of application.)*

(Signature of Applicant)

Name: .....  
Date: .....

(Signature of Parent/Guardian)

Name: .....  
Relationship to Applicant: .....

Date: .....