APPLICATION FORM

METHODIST COLLEGE | KUALA LUMPUR
Veritas Vincit Omnia

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)

Print Form | Reset Form

Full Name as per NRIC: .....

.....

NRIC No.: ..... **Date of Birth:** ..... **Gender:** ☐ **Male** ☐ **Female**

(dd/mm/yyyy) eg: 31/05/2001

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

Ethnicity / Race:* ☐ **Malay** ☐ **Chinese** ☐ **Indian** ☐ **Punjabi** ☐ **Others** .....

Bumiputera status:*

Religion:* ☐ **Buddhist** ☐ **Christian** ☐ **Sikh** ☐ **Islam** ☐ **Hindu** ☐ **None** ☐ **Others** .....

☐ **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: ..... **State:** ..... **Country:** .....

☐ **STPM** ☐ **A Level** ☐ **Equivalent** ..... **Completed in** **month** ..... **year** .....

Name of School: ..... **State:** ..... **Country:** .....

☐ **Tertiary Studies (Diploma/Degree)** ..... **Completed in** **month** ..... **year** .....

Name of Institution: ..... **State:** ..... **Country:** .....

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

Intake **Year:** ..... **Month:** .....

☐ **'A' LEVEL (CAMBRIDGE INTERNATIONAL EDUCATION)**

Refer to Subject Sheet (CAL)

☐ **AUSTRALIAN MATRICULATION (WACE)**

Refer to Subject Sheet (WACE)

DIPLOMA PROGRAMMES

☐ **EARLY CHILDHOOD EDUCATION***

☐ **COMPUTER SCIENCE****

☐ **DIGITAL BUSINESS****

☐ **FINANCIAL TECHNOLOGY****

☐ **INFORMATION TECHNOLOGY****

☐ **DIGITAL MARKETING****

☐ **SOCIAL WORK***

** 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

SECTION E: ENGLISH LANGUAGE PROFICIENCY (Please attach your respective results)

Applicable for ADTP 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** ☐ **PTE Academic** ☐ **MUET** **Band/Score:** .....

☐ **Others** ***Please specify*:** ..... **Exam Date *(mm/yyyy)*:** .....

CHECKLIST OF REQUIRED DOCUMENTS AND FEES (All Students)

☐ **A Completed MCKL Application Form**

☐ **Payment of Application Fee and Admission Deposit**
- All payments must be made to **Methodist College Kuala Lumpur (Public Bank Acc. No.: 3153-4483-00)**
- Please enclose the bank-in/payment slip with your Application Form as proof of payment
- Alternatively, you may email the bank-in/payment slip to: finance.dept@mckl.edu.my. Kindly write your name and the name of the Programme on the bank-in/payment slip to facilitate our identification of payee.

☐ **Certified True Copy of SPM / IGCSE results or equivalent**

☐ **Copy of PT3 / IGCSE Year 9 & UPSR results** *(Applicable for WACE applicants)*

☐ **Certified True Copy of Pre-University / Bachelor's Degree / Professional Qualifications Certificates & Results** *(Applicable for ADTP applicants)*

☐ **Photocopy of NRIC**

☐ **Certified True Copy of English Requirement Supporting Document (MUET / IELTS / TOEFL / PTE Academic)** *(Applicable for ADTP applicants who are from non-English medium education system)*

Others: .....

SECTION F: SCHOLARSHIP/BURSARY/AWARD DISCLOSURE SECTION

◯ No, I am not a recipient of, applying for or planning to apply for any external (non-MCKL) scholarships or loans for my studies in MCKL.

◯ Yes, I am a recipient of, applying for or planning to apply for external (non-MCKL) scholarships or loans for my studies in MCKL.

(name of sponsoring body) _____

SECTION G: TERMS & CONDITIONS FOR ADMISSION, DISCLOSURES AND DECLARATIONS

GENERAL TERMS AND CONDITIONS

1. The Application Fee and Admission Deposit shall be paid together with the submission of the Application Form for enrolment.
2. Enrolment in the selected Programme is not complete until all fees, deposits, and other payments which are due, have been paid in full. A student may be barred from attending the Programme in the event of failure to fully settle all applicable fees and payments by the due date stated in the Invoice or Statement of Account.
3. MCKL's fee refund policy for withdrawals:-
   a) The Application Fee is not refundable under any circumstances.
   b) The refund policy for fees and other payments is as follows:

Date of Withdrawal	Refundable	Non-Refundable
Before 1st day of Programme*	100% of fees paid, Admission Deposit	Application Fee
Within 14 calendar days from 1st day of Programme*	50% of fees paid	Application Fee, Admission Deposit, Laboratory Fees
After 14 calendar days from 1st day of Programme*	No refunds whatsoever	

* 1st day of programme refers to Programme Briefing, Orientation or Class, whichever is earliest

   c) All withdrawals should be made via submission of the applicable withdrawal form obtainable from the Office of the Registrar. The completed withdrawal form must be received by the Office of the Registrar within the above stipulated period for the applicable refund to be processed.
4. The Admission Deposit is only refundable upon a student's completion of Programme but is subject to deductions for any amount chargeable on account of unreturned library books, fines, unpaid damages, and any other outstandings. Students shall obtain clearance and apply for the refund after completion of their final examinations.
5. Refunds (if any) for students under scholarships or other awards shall be according to the terms and conditions of the respective scholarship or award.
6. If a student withdraws from a Programme on account of misconduct or is expelled, no fees whatsoever or any other sums paid will be refundable.
7. Students who receive conditional admission offers based on forecast results (or the equivalent) shall submit their actual results to the Office of the Registrar within 7 days of the release of actual results. If the actual results do not meet the minimum requirement for entry into the selected Programme, the student shall withdraw from the Programme and the refund policy set out in Paragraph 3 above shall apply.
8. All programme or cohort transfers shall be subject to the Registrar's prior approval in writing. Fees paid are generally not transferable except with MCKL's consent and/or MCKL reserves the right to levy a transfer fee.
9. Any taxes, duties, levies and other governmental impositions relating to fees, payments and/or the student's enrolment hereof (including sales & services tax, withholding tax and stamp duty) shall be solely borne by the student.
10. All students shall comply with the rules, regulations and policies of MCKL as set out in the Student and Programme Handbooks and such other communications as may be disseminated through the Student Portal or Sharepoint from time to time.
11. MCKL's decision on all matters pertaining to admission, fees, refunds and policies shall be absolute and final.

DISCLOSURES

Would you like to declare if 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**

DECLARATIONS

1. I have read and hereby accept all terms and conditions hereof for my admission to MCKL.

2. I understand MCKL's criteria and requirements for Merit Scholarships and Bursaries (https://mckl.edu.my/admission/scholarship-financial-aid/) and I accept MCKL's decision on these matters as absolute and final. (if applicable)

3. 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 have to withdraw from the Programme without recourse to any fee refund or I may be required to reimburse to MCKL such sums which have been disbursed to me pursuant to any scholarships or bursaries.

4. 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 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.

5. I undertake to comply with all rules, regulations, and policies of MCKL including those set out in the Student and Programme Handbooks and other communications as may be disseminated through the Student Portal or Sharepoint from time to time.

6. I authorise MCKL to release my academic progress, fee details, and other relevant information to my parents or guardian and/or any third party sponsoring my studies.

7. I undertake to abide by the health and safety requirements as set by governmental authorities and/or MCKL in order to keep the campus community safe.

8. 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: .....

Date: .....

_____ *(Signature of Parent/Guardian)*

Name: .....

Relationship to Applicant: .....

Date: .....

FOR OFFICE USE

Programme & Intake: ..... **Scholarship Detail:** .....

Additional Advising/Note:

Signature & Stamp of Recruitment Agent

(Company Stamp)

Name: .....

E-Mail: .....

☐ **Send Offer Letter to Agent Office**

MERIT SCHOLARSHIP / BURSARY ELIGIBILITY

Eligible for:

Finance Unit

Date: ..... **Cheque No.:** ..... **Amount.:** ..... **Received By:** .....

Department	Action		Name & Signature	Date
Programme Advisor	1. Form complete 2. Relevant documents attached 3. Entry requirement fulfilled 4. Subject advising session remarks recorded if required			
Enrolment & Admissions	1. Form complete 2. Relevant documents attached			
Counselling Service Centre	1. Recommendation			
Office of The Registrar	1. Form and documents verified 2. Relevant documents attached 3. Data entered into system 4. Entry requirement fulfilled			

Head of Department/ Director of Academic Studies ☐ **Accepted** ☐ **Accepted Conditionally** ☐ **Declined**

Remarks: .....

Name/ Stamp ..... Signature: ..... Date: .....

Office of The Registrar ☐ **Accepted** ☐ **Accepted Conditionally** ☐ **Declined** ☐ **Offer Letter Given**

Remarks: .....

Name/ Stamp ..... Signature: ..... Date: .....

METHODIST COLLEGE KUALA LUMPUR (DK144(W))
WESLEYAN EDUCATION SERVICES SDN. BHD. (200101005044) (540800-U)

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 (KL Campus) *(All students are required to complete Service Learning and Character Formation as compulsory subjects)*

Intake Year: ..... ☐ January ☐ July ☐ September

☐ CAMBRIDGE A LEVEL (CAL)

JAN / JUL / SEP INTAKE SUBJECT COMBINATION *(Please choose 3 or 4 subjects within the same combination only)*

☐ **Pure Science (S)**	☐ Mathematics	☐ Chemistry	☐ Biology	☐ Physics	
☐ **Science with Further Mathematics (D)**	☐ Mathematics	☐ Chemistry ☐ Computer Science**	☐ Physics	☐ Further Mathematics (only as the 4th subject, must be taken together with Mathematics)	☐ Economics
☐ **Sub-Science (M)**	☐ Mathematics	☐ Chemistry ☐ Literature in English	☐ Physics ☐ Economics	☐ Biology	☐ Accounting ☐ Psychology
☐ **Arts (A)**	☐ Mathematics	☐ Economics	☐ Literature in English ☐ Business	☐ Law	☐ Accounting ☐ Psychology

JAN / JUL / SEP INTAKE GERMAN PATHWAY SUBJECT COMBINATION *(Please select 3 or 4 subjects within the same combination only)*

☐ **Pure Science (S)**	German Language*	Mathematics	☐ Chemistry	☐ Physics	☐ Biology
☐ **Science (D)**			☐ Computer Science** ☐ Chemistry	☐ Physics	☐ Economics

Note:
*German Language is a separate programme with separate tuition fees. It is not considered an A Level subject for the purposes of billing; scholarship/ bursary/ award waivers or maintenance; offer letters; certification or graduation.

**Subject to the availability of the subject.

JAN / JUL / SEP INTAKE SPANISH PATHWAY SUBJECT COMBINATION *(Please select 3 or 4 subjects within the same combination only)*

☐ **Sub-Science (M)**	Spanish Language*	☐ Mathematics	☐ Chemistry ☐ Literature in English	☐ Physics ☐ Economics	☐ Biology	☐ Accounting ☐ Psychology
☐ **Arts (A)**		☐ Mathematics	☐ Economics	☐ Literature in English ☐ Business	☐ Law	☐ Accounting ☐ Psychology

Note:
*Spanish Language is a separate programme with separate tuition fees. It is not considered an A Level subject for the purposes of billing; scholarship/ bursary/ award waivers or maintenance; offer letters; certification or graduation.

DECLARATIONS

1. I hereby confirm my selection of subjects as above.

2. I understand that I shall need the prior written approval of the Head of Programme should I wish to change my subject selection after commencement of classes. I accept that fees paid may not be transferable and MCKL's decision on the matter shall be absolute and final.

(Signature of Applicant)

Name: .....

Date: .....

(Signature of Parent/Guardian)*

Name: .....

Relationship to Applicant: .....

Date: .....

**To be signed by the applicant's parent/guardian in the event that the Applicant has not attained the age of 18 years at the point of application*

SUBJECT SHEET (KL Campus) *(All students are required to complete Service Learning and Character Formation as compulsory subjects)*

Intake Year:	☐ January	☐ April	☐ August

☐ AUSTRALIAN MATRICULATION (WACE)

JANUARY INTAKE SUBJECT COMBINATION *(Please select 5 subjects including EALD/ English; select only 1 subject from each column)*

OPTION 1

☐ **English as Additional Language or Dialect (EALD)***	☐ Mathematics Applications	☐ Mathematics Methods	☐ Applied Information Technology	☐ Chemistry	☐ Physics	☐ Biology
		☐ Human Biology	☐ Psychology	☐ Economics	☐ Accounting & Finance	☐ Business Management & Enterprise

OPTION 2

☐ **English**	☐ Mathematics Applications	☐ Mathematics Methods	☐ Applied Information Technology	☐ Chemistry	☐ Physics	☐ Biology
		☐ Human Biology	☐ Psychology	☐ Economics	☐ Accounting & Finance	☐ Business Management & Enterprise

APRIL INTAKE SUBJECT COMBINATION *(Please select 5 subjects including EALD/ English; select only 1 subject from each column)*

OPTION 1

☐ **English as Additional Language or Dialect (EALD)***	☐ Mathematics Applications	☐ Mathematics Methods	☐ Mathematics Specialist	☐ Chemistry	☐ Physics	☐ Biology
		☐ Human Biology	☐ Psychology	☐ Economics	☐ Accounting & Finance	☐ Business Management & Enterprise

OPTION 2

☐ **English**	☐ Mathematics Applications	☐ Mathematics Methods	☐ Mathematics Specialist	☐ Chemistry	☐ Physics	☐ Biology
		☐ Human Biology	☐ Psychology	☐ Economics	☐ Accounting & Finance	☐ Business Management & Enterprise

AUGUST INTAKE SUBJECT COMBINATION *(Please select 5 subjects including English; select only 1 subject from each column)*

☐ **English**	☐ Mathematics	☐ Appllied Information Technology	☐ Chemistry	☐ Physics	☐ Biology
		☐ Psychology	☐ Economics	☐ Accounting & Finance	☐ Business Management & Enterprise

Note:
Students enrolling for August intake will be covering Australian Year 11 syllabus in Semester 1. They are then required to re-register their subjects in Semester 2 & are allowed to select a different subject combination.

*UPSR Certificate is needed for application of EALD (Less than 7 years of English medium education).

SPANISH PATHWAY *(Optional in addition to WACE)*

☐ Spanish Language**	Note: **Spanish Language is a separate programme with separate tuition fees. It is not considered a WACE subject for the purposes of billing; scholarship/ bursary/ award waivers or maintenance; offer letters; certification or graduation.

DECLARATIONS

1. I hereby confirm my selection of subjects as above.

2. I understand that I shall need the prior written approval of the Head of Programme should I wish to change my subject selection after commencement of classes. I accept that fees paid may not be transferable and MCKL's decision on the matter shall be absolute and final.

(Signature of Applicant)

Name: .....

Date: .....

(Signature of Parent/Guardian)*

Name: .....

Relationship to Applicant: .....

Date: .....

**To be signed by the Applicant's parent/guardian in the event that the Applicant has not attained the age of 18 years at the point of application*