



Caring Environment



Enjoyable Learning Experience



Industry As Classroom



Plus² Competencies

Intake

January	
March	
May	
July	
Others	

PART A - PROSPECTIVE STUDENT INFORMATION

PROGRAMME CHOICE :

- | | | |
|--|--|--|
| <input type="checkbox"/> Diploma in Graphic Design
<small>(R213/4/0154) JPT/IBPP(K) 1000-600/B266 Jd.5(16)-5/15 MQA/A 10339</small> | <input type="checkbox"/> Diploma In Security Management
<small>(R216/2/4/0052) JPT/IBPP(K) 1000-600/B266 Jd.3(4)-9/17 MQA/A 6912</small> | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Diploma In Multimedia Design
<small>(R213/4/0126) JPT/IBPP(K) 1000-600/B266 Jd.5(8)-9/18 MQA/A 5072</small> | <input type="checkbox"/> Diploma In Human Resource Management
<small>(N345/4/0251) JPT/IBPP(K) 1000-600/B266 Jd.3(4)-9/17 MQA/A 1785</small> | |
| <input type="checkbox"/> Diploma In Interior Design
<small>(R214/4/0076) JPT/IBPP(K) 1000-600/B266 Jd.5(7)-7/18 MQA/A 8993</small> | <input type="checkbox"/> Diploma In Business Management
<small>(N345/4/0811) JPT/IBPP(K) 1000-600/B266 Jd.3(5)-6/20 MQA/A 5714</small> | |
| <input type="checkbox"/> Diploma In Fashion Design
<small>(N214/4/0062) JPT/IBPP(K) 1000-600/B266 Jd.3(11)-10/17 MQA/A 2028</small> | <input type="checkbox"/> Bachelor Of Human Resource Management (Hons)
<small>(N345/6/1005) JPT/IBPP(K) 1000-600/B266 Jd.7(5)-2/22 MQA/A 8544</small> | |
| <input type="checkbox"/> Diploma In Law Enforcement Administration.
<small>(N661/4/0003) JPT/IBPP(K) 1000-600/B266 Jd.3(38)-9/17 MQA/A 1377</small> | <input type="checkbox"/> Bachelor Of Arts In Law Enforcement (Investigation)(Hons)
<small>(N661/6/0018) JPT/IBPP(K) 1000-600/B266 Jd.7(2)-2/22 MQA/A 7540</small> | |

PERSONAL DETAILS

Name :

IC No./ Passport No : Date of Birth :

Gender : ☐ Male ☐ Female

Race : ☐ Malay ☐ Chinese ☐ Indian ☐ Others : _____

Religion : ☐ Muslim ☐ Buddhist ☐ Hindu ☐ Christian ☐ Others : _____

Marital Status : ☐ Single ☐ Married ☐ Others : _____

Nationality : ☐ Malaysian ☐ Others : _____

Permanent address :

City : Postcode :

State : Country :

Telephone : Mobile : E-Mail :

Address for correspondence (Only if different from your permanent address) :

City : Postcode :

State : Country :

PREVIOUS ACADEMIC QIALIFICATION

Name of School / College / University	From Year > Until Year	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART B - APPLICATION FOR ENROLMENT

PROGRAMME :

Programme Name :

Intake : ☐ January
☐ March
☐ May
☐ July
☐ Others :

Affix Passport Size Photograph

Please write your Fullname & programme that you are undertaking at the back of the photo

INTERNATIONAL APPLICANT DETAILS (For International Students Only)

Country of citizenship (as stated in passport) :

Are you holding any type of Malaysian Immigration pass? : ☐ Yes ☐ No

If yes, please specify type of pass : ☐ Social Visit ☐ Student ☐ Dependent ☐ Others :

Are you transferring from another college or university in Malaysia? : ☐ Yes ☐ No

If yes, please provide the following information :

Institution : Course : MM / YY to MM / YY

SCHOLARSHIP / SPONSORSHIP / FINANCIAL AID INFORMATION

Do you have any scholarship / sponsorship / financial aid from an organisation external to Saito College to support your studies? ☐ Yes ☐ No

If yes, please name the external sponsorship / scholarship
(Please provide a copy of the official scholarship / sponsorship letter with this application)

Do you need any financial aid to support your studies? ☐ Yes ☐ No

If yes, please tick the type of financial aid you would like to apply. Check with the admission counselor on the loan provider's requirements to see if you qualify.

☐ MARA Loan ☐ PTPTN Loan ☐ Others :

Have you obtained any loan from MARA or PTPTN to study in any other programme before ? ☐ Yes ☐ No

If yes, have you paid back the full loan? ☐ Yes ☐ No

ACCOMMODATION

Do you need the college to arrange accommodation for you? ☐ Yes ☐ No

If no, who are you staying with?

☐ With parents or guardian ☐ On my own ☐ Friend ☐ Others :

Please provide your current residential address if it is different from the permanent and correspondence address in Section A.

City : Postcode :
 State : Country :

MEDICAL DECLARATION

Do you have any disability or existing medical condition that may affect your studies? ☐ Yes ☐ No

If yes, please provide further information.

TERMS AND CONDITION OF ENROLMENT

1. Fees payable are shown in the programme intake price list. Saito University College reserves the right to review and revise the fees annually.
2. Fees must be fully paid before or by the start date of each semester. Failing to do so will result in the student being barred from classes, examinations and access to college facilities.
3. An administrative charge of RM50 per week will be imposed for late payment after the second (2) week from the start date of the semester.
4. If payment is not received after the 4th week from the start date of the semester, the university college reserves the right to deregister student from the semester enrolment.
5. Registration, resource, library and student services fees are NOT refundable under any circumstances.
6. Upon withdrawal, the proportion of course fees refundable are as follows:
 - (i) 90% refund for withdrawal before the start date of the programme.
 - (ii) 70% refund for withdrawal within the 4 weeks from the start date of the programme, in the long semester (4 month).
 - (iii) 30% refund for withdrawal after the 4th week and by the 8th week from the start date of the programme, in the long semester (4 month)
 - (iv) 30% refund for withdrawal within the 4 weeks from the start date of the programme, in the short semester (2 month)
 - (v) No refund after the 8th week (for long semester) and 4th week (for short semester) from the start date of the programme.
7. The refundable amount of fees or deposits is determined by paragraph 6, and after the deductions made against any fees or payments due and being owed to Saito University College.
8. In the event of a student being expelled, suspended or discontinued from the programme due to misconduct, all fees paid are not refundable.
9. Students planning to apply a loan from PTPTN, MARA or any other loan provider, must pay the first semester fees while waiting for the loan to be disbursed. It is the student's responsibility to pay the fees if his/her application for loan is unsuccessful.
10. Students are expected to read and abide by all rules and regulations of Saito University College. The college reserves the right to review and amend the rules and regulations at anytime.
11. The information collected on this form will only be used for Saito University College enrolment and other College administrative purposes. Personal information may be collected and disclosed to relevant bodies (e.g. contracted service provider like agents and government agencies such as MOHE, as required by legislation). You have the right to access personal information that Saito University College holds about you, subject to legislation, by contacting the Registry.

DECLARATION

1. I confirm that the information on this form is correct, complete and up-to-date in every detail. I understand that Saito University College has the right to refuse to assess my application, withdraw an offer of a place or cancel my enrolment if information provided in this form is incorrect or incomplete.
2. I am aware of the total programme fees at Saito University College and living cost. I understand that the total programme fees do not cover the cost of books, materials, field trips or any additional cost related to my course, unless otherwise specified.
3. I understand that the University College reserves the right to cancel my enrolment, disallow me from attending classes and stop all services to students such as IT and Library services if I default, delay or fail to pay my programme fees within the due date.
4. I understand that it is my responsibility to pay all due/balance fees and any late administration fee should I fail to obtain sponsorship or loan, or should the disbursement be delayed.
5. I hereby give consent to Saito University College to process my personal data in accordance with the Personal Data Protection Notice of Saito University College accessible in Part C of this form or via email to registrar@saito-college.edu.my.
6. By signing this form, I confirm that all personal data (including sensitive personal data) that I have provided are all correct and updated. If there are any changes to my personal data, I shall notify Saito University College through the communication medium requested. I understand that I have the right to access, view or correct my personal data by contacting the Registrar's office or emailing via registrar@saito-college.edu.my.
7. I understand that depending on the information requested, Saito University College may have the right to charge a small fee for the processing of the request. Saito College Sdn. Bhd. may also be required to verify my identity before approving my data access request, and may also reserve the right to refuse me access to data if a reason is clearly conveyed in writing within the stipulated conditions of PDPA Section 33.
8. Unless it prevents Saito College Sdn. Bhd. from performing its obligations to me or goes against the very purpose that I have given the personal data to Saito University College, I can withdraw any part of this permission by letting Saito University College know in writing.
9. I agree to abide by the regulations and policies of Saito University College.
10. I have read and understood the terms and conditions for enrolment and accept them in full.

Applicant signature : _____

Date : _____

If you are under 18 years of age at the time of submitting this application you must have a parent or guardian sign this declaration on your behalf.

Parent or guardian contact details and declaration

Name of parent / guardian / spouse (as in IC/Passport):

IC / Passport No : Relationship :

Occupation : Company :

Address :

City : Postcode : Telephone :

State : Country : Mobile :

E-mail :

Parent / Guardian signature : _____ Date : _____

APPLICATION CHECKLIST

Malaysian applicant :

- ☐ 1 x Photocopy of I.C
- ☐ 1 x certified True Copy SPM / O-Levels / Equivalent
- ☐ Registration Fee
- ☐ Certified Medical Statement (*if applicable*)
- ☐ Portfolio (*for design programme*)
- ☐ 1 x Passport Size Photo

International applicant :

- ☐ 1 x O-Levels / Equivalent ☐ Certified Medical Statement
- ☐ EMGS Visa Application Fee ☐ Health Examination Report
- ☐ Non-objection Certificate (for Sub-Sahara Countries)
- ☐ 3 x Passport Photocopy (all pages)
- ☐ Art Portfolio (*for design programme*)
- ☐ 6 x Passport Size Photographs

PART C - FOR OFFICE USE ONLY

ADMISSION COUNSELLOR/SAITO REGISTERED AGENTS INFORMATION

Counsellor/agent name:

Student Name (Student-get-Student) :

Telephone :

E-mail : Date:

FEE WAIVER / DISCOUNT (to be completed by admission counsellor)

Applicant given any fee waiver/discount? ☐ Yes ☐ No

If yes, please provide the name and details of the fee waiver/discount:

Name :

Amount / Percentage :

Duration (semester/year) :

Other details: :

Name of admission counsellor:

APPROVAL FOR ENROLMENT

- ☐ Full offer
- ☐ Conditional offer (please specify condition)
- ☐ Produce original documents for verification
- ☐ Undertake a portfolio assessment
- ☐ Others : _____

Approved by (**registrar**) : _____

*This applicant has been approved.

Date : _____

PART C: SAITO UNIVERSITY COLLEGE PERSONAL DATA PROTECTION NOTICE

Saito University College complies with the Personal Data Protection Act 2010. The University College is committed to protecting students' privacy.

Saito University College collects personal information for the purpose of your registration and throughout your studies as a student at the University College for the purpose of providing you support with the course of your study. Other purposes of collection include:

- to correspond with you;
- to attend to day to day administrative matters;
- to inform you about events and activities;
- to facilitate and enable your loan/sponsors application and payments;
- to facilitate and inform you of opportunities for work and study programme;
- upon graduation, to place your details on the College's alumni database so that you may be kept informed of alumni news, events and activities;
- to facilitate appropriate assistance in the event of an emergency involving you;
- for benchmarking, analyses, quality assurance and planning purposes;
- to comply with legislative reporting requirements; and
- to use the information as otherwise permitted by the privacy law.

The information collected may be disclosed to the following types of organisations:

- government departments such as the Ministry of Education, Ministry of Home Affairs and Department of Immigration.
- agencies and organisations involved in quality assurance and planning such Malaysian Qualification Agency and SIRIM.
- agencies and organisations performing financial audit.
- external organisations such as professional bodies and organisation for you to undertake a practical training;
- overseas educational institutions for any overseas study programme undertaken by you;
- contracted service providers which the University uses to perform services on its behalf (such as hostel management, recruitment, banks, mailing houses, logistics and IT service providers);
- the College's legal advisers or other professional advisers and consultants engaged by the College; and
- in the event of an emergency, police, medical or hospital personnel, civil emergency services, your legal representative or nominated emergency contact person, or other person assessed as necessary to respond to the emergency.

If you choose not to provide the information requested, it may not be possible for the University College to register you or may limit opportunities available to you. You have a right to access personal information that Saito University College holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Registry Department of the University College.

This privacy statement applies to all methods of collecting personal information (including hardcopy, electronic or verbal means) including but not limited to the following:

- Application Forms
- Enrolment Forms
- Application forms for loan/scholarships
- College Questionnaires
- Application for Deferment and
- Digital images captured for student identification purposes

Saito University College menghormati dan komited untuk melindungi maklumat peribadi dan privasi pelajar. Notis Perlindungan Data Peribadi ini menjelaskan tujuan Kolej mengumpul dan mengendalikan maklumat peribadi pelajar mengikut Akta Perlindungan Data Peribadi 2010 Malaysia dan pihak-pihak ketiga yang terlibat.

Maklumat peribadi pelajar dikumpul dan selanjutnya diproses untuk tujuan pendaftaran oleh Kolej sebagaimana yang diperlukan atau dibenarkan oleh undang-undang, dan untuk pelbagai tujuan akademik, pendidikan dan pentadbiran. Tujuan lain pengumpulan maklumat adalah termasuk:

- untuk berhubung dengan pelajar;
- menguruskan hal-hal pentadbiran dari masa ke semasa;
- untuk memaklumkan kepada pelajar tentang peristiwa-peristiwa dan aktiviti;
- untuk memudahkan dan membolehkan permohonan pinjaman/penaja dan sebarang pembayaran;
- untuk memudahkan dan memberitahu pelajar mengenai peluang pekerjaan dan program pengajian;
- sebaik tamat pengajian, butir-butir akan diletakkan di pangkalan data alumni Kolej supaya pelajar boleh dimaklumkan mengenai berita alumni, peristiwa dan aktiviti;
- untuk memudahkan bantuan semasa yang sewajarnya sekiranya berlaku kecemasan yang melibatkan pelajar;
- sebagai penanda aras, analisis, tujuan jaminan dan perancangan yang berkualiti;
- mematuhi keperluan laporan perundangan; dan
- untuk menggunakan maklumat yang sebagaimana yang dibenarkan oleh undang-undang.

Pihak Kolej boleh mendedahkan maklumat peribadi pelajar kepada pihak-pihak ketiga seperti berikut:

- Jabatan Kerajaan seperti Kementerian Pendidikan, Kementerian Dalam Negeri, Jabatan Imigresen Malaysia dan agensi-agensi/jabatan-jabatan kerajaan yang berkaitan;
- Agensi-agensi dan jabatan-jabatan yang terlibat untuk tujuan jaminan dan perancangan yang berkualiti seperti MQA dan SIRIM;
- Agensi-agensi dan jabatan-jabatan yang membekalkan perkhidmatan audit kewangan;
- Pihak-pihak ketiga yang membekalkan pelajar dengan penempatan sangkutan atau latihan sebagai sebahagian daripada keperluan-keperluan kursus pelajar;
- Institusi pendidikan di luar negara untuk mana-mana program pengajian luar negara yang dijalankan oleh pelajar;
- Pihak-pihak ketiga yang dilantik untuk membekalkan perkhidmatan-perkhidmatan kepada Kolej atau bagi pihak Kolej (seperti pengurusan penempatan, agensi perekrutan, institusi perbankan, penghantaran ke rumah, logistik dan pembekal perkhidmatan teknologi maklumat) ;
- Penasihat undang-undang Kolej atau penasihat dan perunding profesional lain yang dilantik oleh Kolej; dan
- Sekiranya berlaku kecemasan, polis, kakitangan perubatan atau hospital, perkhidmatan kecemasan awam, wakil sah anda atau dinamakan kenalan semasa kecemasan, atau orang lain dinilai sebagai perlu untuk bertindak balas kepada kecemasan.

Jika pelajar memilih untuk tidak memberikan maklumat yang diminta, Kolej mungkin tidak boleh mendaftarkan pelajar tersebut atau ini boleh menghadkan peluang yang ada untuk pelajar. Walau bagaimanapun pelajar mempunyai hak untuk mengakses maklumat peribadi yang dipegang oleh Kolej, tertakluk kepada apa-apa pengecualian dalam undang-undang yang berkaitan. Jika pelajar ingin mendapatkan akses mengenai maklumat peribadi atau pertanyaan mengenai pengendalian maklumat peribadi anda, sila hubungi Jabatan Pendaftaran Kolej.

Maklumat peribadi ini terpakai kepada semua kaedah pengumpulan maklumat peribadi (termasuk salinan cetak, elektronik atau lisan) tetapi tidak terhad kepada yang berikut:

- Borang Permohonan
- Borang Pendaftaran
- Borang permohonan untuk pinjaman / biasiswa
- Soal selidik Kolej
- Permohonan Penangguhan dan
- Imej digital yang diambil untuk tujuan pengenalan pelajar