



**SEGi**  
University &  
Colleges

# Application Form

Please use BLOCK LETTERS to complete this form.

Programme : .....

.....

Intake : .....

Year : .....

Campus  SEGi University Kota Damansara  SEGi College Kuala Lumpur  SEGi College Subang Jaya  
 SEGi College Penang  SEGi College Sarawak  SEGi College Kota Damansara

International Student  Local Student

## SEGi COUNSELLOR/REPRESENTATIVE

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## STUDENT PARTICULARS

Please affix a passport size photograph	Name of Applicant (as per Passport/NRIC)	
	NRIC/Passport No.	
	Race: <input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others _____ (Specify) <input type="checkbox"/> Bumiputra Sabah _____ (Specify) <input type="checkbox"/> Bumiputra Sarawak _____ (Specify)	
	Religion: <input type="checkbox"/> Muslim <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Sikhism <input type="checkbox"/> Others _____	
Passport Expiry Date (dd/mm/yy)	Date of Birth (dd/mm/yy)	Nationality
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/Widower	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	



## PRIVACY NOTICE

PRIVACY NOTICE: The information requested is used for our assessment of your suitability to programmes offered, for administration, management and support services (including, accommodation, transportation, immigration services), assessment and analysis, programme promotion and which may be disclosed to our service providers and agents, the SEGi University Group and Partner Universities (if applicable) for these purposes or if required to be disclosed to regulatory or statistical authorities, agencies or bodies or (where applicable) to the foreign authorities, embassies or consulates of an international student's home country. The information requested is necessary for the above purposes and your failure to provide the information, or providing inaccurate information may result in us not being able to fulfill the purposes above and could result in rejection or delay of your application.

NOTIS PRIVASI: Maklumat yang diminta digunakan bagi tujuan penilaian kami terhadap kesesuaian anda kepada program yang ditawarkan, untuk pentadbiran, pengurusan dan perkhidmatan sokongan (termasuk penginapan, pengangkutan, perkhidmatan imigrasi), penilaian dan analisis dan promosi program di mana maklumat ini berkemungkinan akan didedahkan kepada pembekal perkhidmatan dan ejen kami, Kumpulan SEGi Universiti dan Rakan Universiti (jika berkaitan) bagi tujuan-tujuan ini atau jika perlu untuk didedahkan kepada pihak-pihak berkuasa regulatori atau statistik, agensi atau badan berkaitan atau (di mana berkaitan) kepada pihak berkuasa asing, kedutaan atau konsulat negara asal seseorang pelajar antarabangsa. Maklumat yang diminta perlu bagi tujuan-tujuan di atas dan kegagalan anda memberikan maklumat, atau memberikan maklumat palsu boleh mengakibatkan kami gagal memenuhi tujuan-tujuan di atas dan juga boleh menyebabkan penolakan atau kelewatan terhadap permohonan anda.

If your application is rejected, we will keep your information for a reasonable period according to legal requirements, and also for administration and marketing purposes and may contact you on any promotions.

Sekiranya permohonan anda ditolak, kami akan menyimpan maklumat anda untuk satu tempoh yang munasabah mengikut keperluan undang-undang, bagi tujuan pentadbiran dan pemasaran dan juga bagi membolehkan kami menghubungi anda sekiranya terdapat sebarang promosi tertentu.

If you do not wish us to contact you for this purpose, please tick (✓) here .....

Note: if you later wish us not to contact you, please send your request via email to askme@segi.edu.my.

Sekiranya anda enggan dihubungi bagi tujuan ini, sila tandakan (✓) di sini .....

Nota: Sekiranya anda tidak mahu dihubungi di masa hadapan, sila hantarkan permohonan anda melalui email ke askme@segi.edu.my.

If your application is accepted, all information provided by you will become our student record and will be necessary to be retained by us for the purposes as stated in our letter of offer to be later issued to you. Further, your information may be disclosed to the person which you specify below and also to such persons mentioned in our letter of offer to be later issued to you. You have the right to ask for a copy of the information we hold on you (for which we may make a small charge) and to correct any inaccuracies in your information. Please refer to the Registry to submit your request.

Sekiranya permohonan anda diterima, semua maklumat yang diberikan oleh anda akan disimpan sebagai rekod pelajar kami dan adalah perlu untuk kami menyimpan maklumat tersebut bagi tujuan-tujuan seperti yang dinyatakan di dalam surat tawaran yang akan diserahkan kepada anda. Selanjutnya, maklumat anda mungkin akan didedahkan kepada pihak-pihak yang telah anda khususkan seperti di bawah dan juga pihak yang disebut di dalam surat tawaran kami yang akan diserahkan nanti.

Anda berhak untuk memohon salinan maklumat anda dalam simpanan kami (dimana kami akan mengenakan bayaran caj perkhidmatan) dan membetulkan mana-mana ketidaktepatan dalam maklumat anda. Sila rujuk Pejabat Pendaftaran bagi mengemukakan permohonan anda.

## Personal Data Protection Act 2010: Persons authorised for disclosure of personal information

Akta Perlindungan Data Peribadi 2010: Orang yang diberi kuasa untuk menerima maklumat peribadi

In the process of my application, I hereby authorise SEGi to disclose my personal data (including sensitive personal data) to the following persons:

Dalam pemrosesan permohonan saya, saya dengan ini memberi kuasa kepada SEGi untuk mendedahkan data peribadi saya (termasuk data peribadi sensitif) kepada orang-orang berikut:

- (a) My parents/guardian Ibu bapa/penjaga saya;
- (b) My Spouse (if applicable)/Suami atau Isteri saya (jika berkaitan);
- (c) Other persons (please name and indicate relationship)/Orang lain (Sila namakan dan nyatakan hubungan):

1. Name>Nama : .....

Relationship/Hubungan : .....

2. Name>Nama : .....

Relationship/Hubungan : .....

I understand that I am allowed by notice in writing to withdraw my consent for disclosure to the above authorised persons. However, I agree that should I so withdraw my consent, SEGi reserves the right to notify the above persons of that such withdrawal has taken place.

Saya faham bahawa saya dibenarkan melalui notis secara bertulis untuk menarik balik persetujuan mendedahkan maklumat data peribadi saya kepada orang yang diberi kuasa seperti di atas. Walaubagaimanapun, saya bersetuju bahawa sekiranya saya menarik balik persetujuan itu, SEGi berhak untuk memaklumkan orang yang disebut seperti diatas bahawa pemberiankuasa tersebut telah ditarik balik.

## CONSENT AND DECLARATION

I declare that the information provided by me in connection with this application is true and correct. I undertake to inform SEGi College / SEGi University immediately of any change in address, phone number and/or other information provided by me in this application.

I understand that SEGi College / SEGi University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree and consent to be bound by the Terms and Conditions on Admission (See APPENDIX).

I have also read the Privacy Notice and consent to the collection and processing of my personal data in the aforesaid manner.

Signature of Applicant : .....

Date   /  /     /  /  /  

### Parental/Guardian's Consent to Privacy Notice (only if applicant is below 18 years old)

I have read the Privacy Notice and consent to the collection and processing of my child's/ward's personal data in the aforesaid manner.

Signature of Parent or Guardian : .....

Date   /  /     /  /  /

**DECLARATION OF SERIOUS ILLNESS OR DISABILITY**

Have you been or are you suffering from any physical impairment or disease? If yes, please give details:  
 Yes \_\_\_\_\_  
 No  
If you have a serious illness or disability, we strongly encourage you to complete the declaration of disability letter and indicate any special needs.  
(This letter may be obtained from the Registrar's Office)

**ACCOMMODATION REQUIRED**

Please fill in Accommodation Booking Form and submit with necessary booking fees to confirm a place. Subject to availability.  
 Yes  No

**BANK DETAILS**

<b>SEGi University, Kota Damansara</b>		<b>SEGi College Kota Damansara</b>	
Beneficiary Name: SEGi University Sdn Bhd Bank Name: OCBC Bank (M) Bhd (Petaling Jaya Branch) Selangor, Malaysia Beneficiary Bank Account Number: 707-105-9595 (OCBC Bank) Swift Code: OCBCMYKLXXX		Beneficiary Name: SEGi College (KD) Sdn Bhd Bank Name: OCBC Bank (Malaysia) Berhad Beneficiary Bank Account Number: 707-123938-0 (OCBC Bank) Swift Code: OCBCMYKLXXX	
<b>SEGi College Kuala Lumpur</b>		<b>SEGi College Penang</b>	
Beneficiary Name: SEGi College (KL) Sdn Bhd Bank Name: OCBC Bank (Malaysia) Berhad (KL Branch) Kuala Lumpur, Malaysia Beneficiary Bank Account Number: 701-1188-488 Swift Code: OCBCMYKL		Beneficiary Name: SEGi College (PG) Sdn Bhd Bank Name: OCBC Bank (Malaysia) Berhad, 36 Lebuhr Pantai, 10300 Penang Beneficiary Bank Account Number: 730-110-2306 Swift Code: OCBCMYKLXXX	
<b>SEGi College Subang Jaya</b>		<b>SEGi College Sarawak</b>	
Beneficiary Name: SEGi College (Subang Jaya) Sdn Bhd Bank Name: OCBC Bank (M) Bhd (Subang Jaya Branch) Selangor, Malaysia Beneficiary Bank Account Number: 708-104-9797 Swift Code: OCBCMYKLXXX  Bank Name: CIMB Bank Berhad (Subang Jaya Branch) Selangor, Malaysia Beneficiary Bank Account Number: 8001982199 Swift Code: CIBBMYKLXXX		Bank Name : OCBC Bank (Malaysia) Berhad Account Name : SEGi College (Sarawak) Sdn Bhd Account Number : 760-106855-3 Swift Code : OCBCMYKL  Bank Name: CIMB Bank Bank Address: Jln Tunku Abdul Rahman, 93100, Kuching Beneficiary Bank Account Number: 8005268099 Swift Code: CIBBMYKL	

**FOR OFFICE USE ONLY**

Counselled by	Date
Remarks	

**ADMISSION**

Approved by	Date
<input type="checkbox"/> Full Offer <input type="checkbox"/> Conditional Offer <input type="checkbox"/> Rejected	

Remarks & Recommendations

**BURSARY (Fees paid are Non-Refundable)**

Fees Paid	Amount	<input type="checkbox"/> Cheque No. <input type="checkbox"/> Cash <input type="checkbox"/> Telegraphic Transfer <input type="checkbox"/> Credit Card	Receipt No.
<input type="checkbox"/> Application/Registration			Processed by
<input type="checkbox"/> Security Deposit			
<input type="checkbox"/> Facility Charges			Date
<input type="checkbox"/> Tuition			
<input type="checkbox"/> Others			

TERMS AND CONDITIONS

INSTRUCTIONS: Please read through this document, initial at each page, and on the last page please fill up the requested information and sign.

Your admission into an institution within SEGi University & Colleges is subject to the following terms and conditions:

DEFINITION:

Unless otherwise defined herein, the following expressions shall have the definitions set out below:

- Partner University : An educational or training institution working in collaboration with any SEGi Institution offering a Programme for delivery at any SEGi Institution.
- Programme : Any academic programme of any duration offered by and delivered at any SEGi Institution whether or not in collaboration with any Partner University.
- Course : The subjects or modules within a Programme.
- SEGi Institution or SEGi : Any educational or training institution within the SEGi University & Colleges which a student may apply to enroll or is enrolled with.
- Working days : All references to working days herein mean a day on which banks are open for business in the relevant state in Malaysia where the relevant SEGi campus to which the student is enrolled in or intending to enroll in.

A. FEES

1. All fees and/or charges payable with respect to the Programme undertaken must be paid in full by the due date. No fees should be paid to anyone except to SEGi itself. No agent has been authorised to collect fees on SEGi's behalf and SEGi will not be responsible to anyone for any monies paid to any other party other than SEGi.  
 Fee payment can be made by cash, cheque, bank draft and credit card. Students need to quote their name and Student number (where available) when making payment.

Fee payment can be made by cash, online banking, cheque, bank draft and credit card. Students need to quote their name and Student number (where available) when making payment.

SEGi reserves the right at its sole discretion to add such other charges and/or fees; or amend, vary or modify any or all fees and/or charges including (and not limited to) the Examination Fees and Re-take/Re-sit/Repeat Fees, certificate fees, transcript fees, endorsement fees, from time to time, without notice. Any errors or omissions in fee schedules given to students (if any) are excepted.

2. Refund of Security Deposits

Where security deposits are paid (if any), the security deposits paid are refundable less deduction for any damage and/or loss suffered by SEGi due to any fault of the Student (e.g. damage to property, etc), free of interest. In order to claim the refund, the Student is required to submit the Refund Form for approval by SEGi within sixty (60) days of completion of or termination from the Programme, or approval to withdraw from the Programme. The Refund of Security Deposits must be clearly stated in the form. Failure to do so will result in the deposits being forfeited.

3. Refund of Tuition Fees and/or charges

All (i) Tuition Fees, Course Fees, Programme Fees, (ii) Laboratory, Facilities, e-Resources, PPD fees ("Facility Charges"), (iii) Application, Registration, Administration, Commitment (if any), visa application and other fees/charges (e.g. insurance premiums) ("Administrative Charges") paid are non-refundable and non-transferable, unless the Student's written request for refund (by completing and submitting the Refund Form) is approved by the respective SEGi Institution's Management and shall be subject to the following conditions (unless waived or varied by the SEGi Institution's Management on a case by case basis):

3A. Where a Student wishes to withdraw from commencing his Programme or discontinue studying his/her Programme:

Tuition Fees

(i) If the written notice requesting to withdraw is received from the Student BEFORE the Intake Date\*, a full refund on the Tuition Fees shall be made, free of any interest.

\*Note:  
 "Intake Date" refers to the Programme commencement date of the relevant intake which the Student has registered for. e.g. Student has registered for the August 2021 intake of Programme which is to commence on 1st August 2021, hence the 1st August 2021 is the intake date.

(ii) If the written notice requesting to withdraw from commencing the Programme or to discontinue the Programme is received from the Student at any time AFTER the Intake Date:

(a) In relation to the Programmes Refundable based on Semesters\*, there shall be no refund of such portion of the Tuition Fees allocated as the value of the Tuition Fees for that running semester\*\*. Only the balance\*\*\*, if there is any, not exceeding an amount equivalent to 50% of that academic year's value of Tuition Fees, is refundable.

Notes:  
 \* : "Programmes Refundable based on Semesters" refers to programmes where Courses or numbers of Subjects are fixed for each Semester. Refund will be apportioned according to the remaining semesters paid for. Such programmes are Diploma in Nursing, Diploma in Medical Laboratory Technology, Diploma in Occupational Safety and Health, Diploma in Healthcare, A-Levels, Diploma in Law, Bachelor of Laws, as may be prescribed by the relevant SEGi Institution [Please consult the relevant SEGi Institution for the list of Programmes Refundable based on Semester as it is applicable to that SEGi Institution.]

\*\* : There shall be no refund for the current semester, regardless at which stage of the semester the Student withdraws or discontinues the Programme.  
 \*\*\* : i.e. Tuition Fees for the future semester, which has not commenced, may be refunded.

(b) In relation to Programmes Refundable based on Courses\*, there shall be no refund of Tuition Fees allocated as the value of the Tuition Fees for Courses taken\*\* by the Student in that running semester. Only the balance\*\*\*, if there is any, not exceeding an amount equivalent to 50% of that academic year's value of Tuition Fees, is refundable.

Notes:  
 \* : "Programmes Refundable based on Courses" refers to programmes delivered based on Courses taken up by Student each semester.  
 \*\* : A Course is regarded as taken by the Student if (i) the Student has registered for the Course; and (ii) the semester in which that Course is to be taught has commenced; and (iii) regardless of whether the teaching of the Course had in actual fact commenced or whether Student attends any classes of that Course.  
 \*\*\* : i.e. Tuition Fees for the future semester, which has not commenced, may be refunded

(iii) In the event there shall be any shortfall between the Tuition Fees paid and the actual amount in Tuition Fees utilised by the Student (calculated in the manner set out in paragraph 3A(ii) above), there shall be no refund and the Student shall be required to pay the shortfall notified to the Student.

Facility Charges and Administrative Charges.

(iv) The general rule is that Facility Charges and Administrative Charges paid are non-refundable but the respective SEGi Institution's Management reserves the right, at their absolute discretion to waive or vary this rule and refund all or part only of the Facility Charges and/or Administrative Charges, to be considered on a case-by-case basis. The decision of the respective SEGi Institution's Management whether or not to refund is deemed final.

3B. Where a Student wishes to defer his/her Programme:  
 Under unusual and unforeseen circumstances of physical health, mental health or financial reasons, the Student may request in writing to defer the Programme, on conditions that:

- (a) the student is of good academic standing
- (b) the student has no disciplinary issues

All applications for deferral will be considered for only one semester duration and must receive recommendation by the Head of School or Head of Programme, and approval by the Board of Studies.

At the end of the deferral period, the student must re-enroll into the programme to avoid termination.

Any request for an extension of the one semester deferral must be made in writing to the Registrar who will seek the approval from the College Academic Board.

The maximum deferral allowed, including any extension of deferral, is one academic year. This is done to ensure that there will be minimal disruption to the student's learning and minimal impact arising from any change of curriculum.

If a Student defers for more than the stipulated duration, all fees paid may be forfeited (unless waived by the Principal/Registrar.)

(i) Where a deferment is approved in the manner stated at paragraph 3B above, one hundred percent (100%) of the unutilised Tuition Fees, Facility Charges, and Administration Fees so paid shall not be refunded but shall be held by SEGi and will be credited (without any interest accruing) towards the payment of the fees and/or charges payable when the Student shall take the deferred Programme.

(ii) SEGi may require the Student to top-up any shortfall in fees and/or charges should the fees and/or charges have increased at the point in time when the Student commences or continues his Programme at a later date.

(iii) During the period of a Student's deferment of a Programme, SEGi reserves the right to make any changes or modification to the Programme including changes to the Programme design, structure, content, mode of delivery or even discontinuing parts of or the entire Programme without incurring any liability against the Student. Where changes to the Programme do not differ materially from the Programme offered to the Student prior to deferment, the Student shall agree to take/continue the Programme in its modified state. In the event changes to the Programme render the Programme materially different from what was offered to the Student prior to deferment, or if the Programme is discontinued entirely, SEGi shall be entitled to discharge the Student from the Programme and refund monies paid in accordance to the refund policies stated in paragraph 3A.

4. For the avoidance of doubt, all monies paid to the Partner Universities, or collected by SEGi on behalf of a Partner University shall be subject to the refund policy of that other entity. SEGi shall bear no responsibility or duty to obtain any refund on behalf of the Student from that Partner University. If SEGi has paid to the Partner University under its Partner University Agreement for the students' enrollment with the Partner University and the amount is non-refundable, then SEGi has no duty to refund such payments to the students for whatever reason.

5. In the event of non-payment or late payment of any fees or any part thereof without prior written approval from the Principal/Registrar, SEGi has the right without further notice,

- (i) to charge administrative charges on each day of default from the date payment is due until date of settlement of the fees. [Please consult the relevant SEGi Institution for the amount of administrative charge applicable to that SEGi Institution] and/or to charge a reactivation fee;
  - (ii) to bar the Student from using its facilities and/or attending classes and/or withholding submission of answer scripts/assignment for marking or withholding examination results, transcripts or certificates and/or suspend provision of any services, and/or take such action as it deems appropriate;
  - (iii) to suspend or terminate the Student from the Programme. In the case of International Students, to notify the relevant immigration authorities for cancellation of study visa;
  - (iv) to take such other recovery measures including commencing legal proceedings or notifying credit reporting agencies (such as CTOS).
6. If the fees and/or charges paid exceed the amount payable for a semester, the additional amount paid will be credited (without any interest accruing) towards the payment for the next semester. A refund of the additional amount of fees and/or charges paid will not be made until the completion of the Programme or unless the Student withdraws from commencing or discontinues studying the Programme (where refund will be conducted in accordance to paragraph 2 and 3 above). The additional amount of fees paid will be refunded, free of interest. The Student must fill in the Refund Form for approval by SEGi to claim the refund within 60 days from the Student leaving the Programme or else the amount will be forfeited by SEGi.
  7. Outstation cheques must include bank commission of 0.03% (or as varied by the bank from time to time) of the cheque amount or a minimum of RM0.50, whichever is the greater.
  8. Published fees are based on a full load of subjects in a Programme taken on full time study. Where a non-standard load of subjects is taken, the relevant exemption rebate (in case of exemption of subjects) or additional fee (in case of addition of subjects) may apply in calculating the total fees payable. The fees may vary also if the mode of study is other than full time study.
  9. In the event of a Student wishing to change the Programme, the Student shall be required to make the request in writing to the Dean/Head of Faculty/School/Centre of SEGi. No change of Programme will be allowed unless the prior approval by the Dean/Head of Faculty/School/Centre is obtained. The amount of Tuition Fees, Facility Charges and Administrative Charges paid for the first Programme shall be transferable to the second Programme subject to the following conditions:
    - (i) If the written notice requesting to change the Programme was received BEFORE Intake Date of the first Programme, one hundred percent (100%) of the Tuition Fees, Facility Charges and Administrative Charges, so paid shall be credited towards the payment of the Tuition Fees, Facility Charges and Administrative Charges payable for the second Programme.
    - (ii) If the written notice requesting to change the Programme was received AFTER Intake Date of the first Programme the proportionate amount of the Tuition Fees:
      - (a) consumed for the first Programme will be deducted and the balance shall be transferred to the second Programme.
      - (b) The Facility Fees and Administrative Charges for the first Programme however, shall be forfeited.
    - (iii) The Student shall be required to top-up the Tuition Fees if there is a shortfall for the second Programme. The Student shall be required to pay the Facility Charges and Administrative Charges for the second Programme.

## B. ADMISSION ON FORECAST RESULTS

1. If a Student is accepted into a Programme with forecast/trial results and later the actual results is below the forecast/trial results causing the Student not being able to fulfill the entry requirements for his Programme, then the Student may be required to leave the Programme, unless (if applicable) the Student is able to satisfy other conditions stipulated to enable entry into the Programme.
2. If a Student is required to leave the Programme for the foregoing reasons, the Student may enroll for another Programme with SEGi with his qualification. If the Student so enrolls, all Tuition Fees, Facility Fees, Administration Charges paid shall be transferred to the new Programme. The Student shall be required to top-up the Tuition Fees, Facility Fees or Administrative Charges if there is a shortfall.
3. If a Student is required to leave the Programme for the foregoing reasons, and does not wish to enroll into another Programme with SEGi, then paragraphs 3 to 8 above shall apply respectively for the refund, less any deduction (if any) for damage and/loss suffered by SEGi due to any fault of the Student (e.g damage to property, etc)

## C. NON COMMENCEMENT OF PROGRAMMES

In the event SEGi is of the opinion that it is not viable for whatever reasons (including cohort size), to commence any proposed Programmes or Programme subjects/courses, SEGi reserves the right not to commence, discontinue or defer the commencement of such Programmes or Programme subjects/courses. Appropriate refund, free of interest, shall be made if a Programme is discontinued.

## D. ADMISSION OR TRANSFER

The completion of each year/level of the Programme does not necessarily give the Student automatic progression in the same Programme or admission or transfer into another Programme in SEGi or the respective

Partner University. The Student shall be required to comply with the enrolment, progression or transfer requirements and procedures stipulated by SEGi or the Partner University from time to time.

## E. NOTICE

All letters, receipts, invoices, notices and other correspondences to the Student (where applicable including to person(s) concerned over the Students' wellbeing, welfare, progress of Students' studies such as parents, family members, embassies or consulates of the Students' home country ("Concern Person") shall be deemed sufficiently served if delivered,

- (a) by hand to the Student (and, where applicable, to the Concern Person); or
- (b) by ordinary post to the Student (and, where applicable, to the Concern Person) at the last known correspondence address;

and shall be deemed to have been received by the Student (and, where applicable, by the Concern Person) upon delivery if delivered by hand to the Student (and, where applicable, to the Concern Person) or within five (5) working days of postage if delivered by post.

Where appropriate or deemed expeditious, SEGi may correspond with Students (and, where applicable, with the Concern Person) by way of electronic mail and may follow up on important notices by sending the written notice by hand to the Student or by ordinary post to the Student (and, where applicable, to the Concern Person).

## F. IMMIGRATION

It is the duty and responsibility of the Student to obtain the relevant pass/visa/permission from the immigration authorities to study in Malaysia (for international students studying in Malaysia) or to study or train/continue studies or training outside Malaysia (for SEGi Students transferring to Partner Universities, undergoing practicum outside Malaysia, etc)

International Students studying in Malaysia must abide by the rules, directions and advise provided by SEGi (including by the department in charge of International Student affairs) and SEGi shall not be responsible for any breach by Students resulting in immigration action being taken against the Student.

## G. RULES AND REGULATIONS, STUDENT HANDBOOK, TERMS AND CONDITIONS, ETC.

In addition to these Terms and Conditions on Admission, the Student must comply with and abide by the relevant laws and regulations, SEGi's Constitution, Rules and Regulations, Student Handbook and other directions, rulings and decisions of SEGi, its lecturers, tutors and administrators (including rules of conduct and discipline, rules applicable to International Students, rules on facility usage, e.g hostel rules, car park rules, library rules, laboratory rules, etc) ("Student Rules"). In the event of non-compliance by the Student of any relevant laws and regulations, Student Rules or these Terms and Conditions on Admission, SEGi shall reserve the rights to take such action it deems necessary against the Student including disciplinary action and/or barring the Student from using its facilities and/or attending classes and/or withholding the submission of answer scripts/assignment for marking, or withholding examination results, transcripts, or certificates and/or suspend provision of any service and/or take such action as it deems appropriate.

If the Student is registered for any Programme with any other Partner University via SEGi, the Student must also comply with and abide by the rules and regulations, student handbook, other terms and conditions, directions, rulings and decisions of that Partner University.

The processing of personal data will be in accordance to SEGi Privacy Policy and Students must take note of the SEGi's Privacy Notice and Privacy Policy (available at [www.segi.edu.my](http://www.segi.edu.my))

## H. VARIATION, ETC

SEGi reserves the right at its sole discretion to amend, vary or modify any or all fees and/or charges including (and not limited to) the Examination Fees and Re-take/Re-sit/Repeat Fees, certificate fees, transcript fees, endorsement fees from time to time, without notice. Any errors or omissions in fee schedules given to students (if any) are excepted.

SEGi reserves the right at its absolute discretion, to vary or disapply any of these Terms and Conditions on Admission and the Student Rules without notice.

## To be completed by Student:

I have viewed the foregoing Terms and Conditions on Admission and agree to the terms thereto.

Name of Student : NRIC / Passport No : Signature :

Date :

### SEGi University Kota Damansara

No. 9, Jalan Teknologi,  
Taman Sains Selangor,  
Kota Damansara,  
PJU 5, 47810 Petaling Jaya,  
Selangor Darul Ehsan.  
T 603 6145 1777  
E [infokd@segi.edu.my](mailto:infokd@segi.edu.my)

### SEGi College Kuala Lumpur

Bangunan SEGi, 33-  
35,  
Jalan Hang Lekiu,  
50100 Kuala Lumpur.  
T 603 2070 2078  
E [infokl@segi.edu.my](mailto:infokl@segi.edu.my)

### SEGi College Subang Jaya

City Campus,  
Persiaran Kewajipan,  
USJ 1, 47600 UEP Subang Jaya,  
Selangor Darul Ehsan.  
T 603 8600 1888  
E [infosj@segi.edu.my](mailto:infosj@segi.edu.my)

### SEGi College Kota Damansara

82-01, Block 2,  
Jalan Teknologi 2/1D,  
Bangunan SEGi,  
47810 PJ, Selangor.  
T 603 6145 5888

### SEGi College Penang

Wisma Greenhall,  
43, Green Hall,  
10200 Penang.  
T 604 263 3888  
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### SEGi College Sarawak

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