

SECTION 6 TERMS AND CONDITION

1.0 Fees

- 1.1 An application fee must accompany all applications.
 - RM 450 for international students
- 1.2 All fees must be paid within 7 days of the commencement date of each new semester. Please do not send cash payments through post.
- 1.3 All payments are to be made in the form of cash (RM), bank draft or crossed cheque made payable to "Ramsay Sime Darby Healthcare Educational Services Sdn. Bhd." alternatively, you may bank in the registration fee to our company account:
CIMB Bank Berhad Account No: 8002607658 (Swift code: CIBBMYKLXXX). CIMB Branch : G01, Empire Shopping Gallery, Jalan SS16/1, Subang Jaya, 47500 Petaling Jaya, Selangor. Kindly fax us the bank slip at 03- 5191 1357 (with your full name and ic no. indicated on the slip).
- 1.4 With regard to payment by installment, the following apply:
 - A nominal surcharge on course fees will be levied on late payment.
 - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.5 Registration fees are not transferrable, refundable and cannot be deferred.
- 1.6 Failure to settle outstanding fees within the prescribed period may result in exclusion from the College.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the College's Finance office.

2.0 Withdrawal

- 2.1 Student must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 If student withdraw within the first week of the semester, an amount not exceeding 70% of the Tuition fee and Resource Fee for that semester is refundable.
- 2.3 If student withdraws within the second week of the semester, an amount not exceeding 50% of the Tuition fee and Resource Fee for that semester is refundable
- 2.4 There will be no refund if the student withdraws after the second week of the semester.
- 2.5 A pre-medical check-up is required as per admission procedure.
- 2.6 Any advanced fee paid for the following semester is eligible for a full refund. There shall be no refund if a student is expelled from the College due to academic misconduct or disciplinary behaviour.

3.0 Deferral

- 3.1 Student must apply to the Registrar in writing. Please note that this can only be granted in exceptional circumstances,
- 3.2 If a student wishes to defer a semester, no deferral is allowed after 14 days from the commencement date of the new semester.
- 3.3 In the event a deferral is granted, a deferral fee is required to be paid.
- 3.4 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence

4.0 Transfer between courses

- 4.1 A student may transfer from one course to another within the College only with the agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of a new semester.

5.0 Add / Drop Module (s)

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

6.0 Rules and Regulations

- 6.1 All students must abide by the College Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the College premises will be reported to the relevant authorities.
- 6.3 The College and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the College.
- 6.4 The disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The College reserves the right to revise the College Rules and regulation within prior notice.
- 6.6 The College reserves the right to accept or reject any application without assigning any reason.

7.1 The College reserves the right to use your personal information in order to carry out its responsibilities towards your personal and/or academic interest as a student. The scope of usage of this information may include but not limited to the Registration with and reporting to Ministry of Higher Education (MOHE). Registration with and reporting to MOHE, Malaysian Qualification Agency (MQA), and any other relevant authorities; Admission, registration and examination; Processing and Notification of Result; Financial Aids - Loan and Scholarship/Sponsorship purposes; Clinical/ Industrial Placement; Career Placement; Registration to College Alumni; Analytics as required by governmental bodies or other agencies; Insurance and medical purposes; Research, surveys an auditing.

8.0 Fees quoted in USD will be revised as and when the need arises from the fluctuation of the current exchange rate.

SECTION 7 ADMISSION PROCEDURE

Please attach the following when you submit your application

	Check List	For Office Use
1 Completed Application Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 Application and Processing Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Certified copies of Academic Results relevant to entry requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 Proof of English Language Proficiency e.g IELTS or TOEFL, (if applicable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Certified Full Health Examination Report from a recognized medical body	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 No Objection Certificate (NOC) from relevant education authority in native country (Applicable for International students from Sub-Saharan countries only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Two (2) passport copies including all blank pages	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 12 Passport size photographs	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FOR OFFICE USE ONLY

Application Accepted Full Offer Conditional Offer

Semester Admitted 1 2 3 4 5 6

Finance Self Paying Sponsored

Conditions _____

Exemptions _____

English Requirements _____

Remarks _____

Counselled by _____
Name in Full *Date*

Enrolled by _____
Name in Full *Date*

Please send the completed form to :

Ramsay Sime Darby Healthcare College DK070 (B)
Shah Alam Campus
 Centre Point Business Park, Jalan Tanjung Keramat 26/35,
 Seksyen 26, 40400 Shah Alam,
 Selangor Darul Ehsan, Malaysia.

T: 603-5191 2121/1346
F: 603-5191 1357
E: simedarbycollege.student@ramsaysimedarbyhealth.com
W: www.ramsaysimedarbycollege.edu.my

Setia Alam Campus
 Level 12 to 16, Top Glove Tower,
 16, Persiaran Setia Dagang, Setia Alam, Seksyen U13,
 40170 Shah Alam, Selangor D E.

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