



## SCHOLARSHIP / BURSARY APPLICATION FORM

Level 3, Block E, Kompleks Pejabat Damansara (KPD), Jalan Dungun, Bukit Damansara, 50490 Kuala Lumpur, Malaysia.  
Tel: 603-20958791. Fax: 603-20957100 http://www.help.edu.my

<b>Student Status</b>	
<input type="checkbox"/> <b>Malaysian</b>	<input type="checkbox"/> <b>Non-Malaysian</b>
<input type="checkbox"/> <b>New Student (Malaysian only)</b>	<input type="checkbox"/> <b>Continuing Student (Malaysian or Non-Malaysian)</b>

**Note:**

1. Meeting the minimum criteria does not automatically guarantee the applicant a scholarship.
2. If you are currently holding a scholarship, you are obliged to inform HELP Academy.
3. International students may apply for scholarship in their First Year on a case-by-case basis.
4. Late and incomplete application forms will not be considered.

Please select the applicable category (**one only**):

**1. SCHOLARSHIP** (Please refer to the respective department for the scholarship criteria)

Code (Refer to page 3 of this form for List of Scholarship Codes).

**2. BURSARY**

Code (Refer to page 4 of this form for List of Bursary Codes).

**Note: For Sibling Bursary, please provide:**

Sibling Name: \_\_\_\_\_ Sibling Student ID: \_\_\_\_\_

**3.  Others** Please specify \_\_\_\_\_

**A. PERSONAL PARTICULARS** (Please use **BLOCK LETTERS**)

Student Name :

Student Number :

NRIC / Passport Number :

Mobile Number :

Programme :

Please indicate the major (if any):

Current level of study :  Year 1  Year 2  Year 3

Intake : Month \_\_\_\_\_ Year \_\_\_\_\_

Have you been awarded any other scholarship?  Yes  No

If yes, name the scholarship \_\_\_\_\_

Amount awarded \_\_\_\_\_ Duration of the scholarship \_\_\_\_\_

**C. ACADEMIC RECORDS**

- i. Please submit **CERTIFIED TRUE COPIES** of the following :
- **For Pre-University application:** SPM/O Level results or equivalent.  
(Actual results must be submitted as soon as they are released).
  - **For Degree application:** STPM / A-Levels / Academic Transcript or equivalent.
- ii. Scholarship Forms without the required results/transcripts **WILL NOT** be processed and will be automatically disqualified from the selection process.

**D. DECLARATION**

I, the undersigned, declare that the particulars given by me in this application form are correct. I have also read and understood the Terms and Conditions of the award as attached. I agree to abide by the Terms and Conditions of the scholarship/bursary. I understand that the award can be withdrawn if any information given in this form is found to be incorrect. I understand and agree that the personal information given herein will be used for verification and other related administrative purpose only.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Registry \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

DEPARTMENT	SCHOLARSHIP COMMITTEE	CEO's APPROVAL
<p><u>Recommended by HoD</u></p> <p>Amount recommended .....</p> <p><input type="checkbox"/> Scholarship</p> <p><input type="checkbox"/> Financial Assistance</p> <p>Reason:</p>	<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Rejected</p> <p>Scholarship Meeting Date:</p> <p>_____</p> <p>_____</p> <p>Signature of Registrar/Designate</p>	<p>Name of Programme: _____</p> <p><input type="checkbox"/> Course fees only</p> <p>Full/partial (%)</p> <p><input type="checkbox"/> Admin &amp; Course fees</p> <p>Duration of scholarship coverage:</p> <p>Number of semesters _____</p> <p>Entire programme</p> <p><input type="checkbox"/> Foundation only</p> <p><input type="checkbox"/> Diploma only</p> <p><input type="checkbox"/> Degree only</p>
<p>_____</p> <p>Signature Date</p>	<p style="text-align: center;"><b>BURSARY AWARD</b></p> <p>Enforced in CRM by:</p> <p>Name: Date :</p>	<p>_____</p> <p>Signature Date</p>



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### ACKNOWLEDGEMENT COPY

#### COMPLETED BY STUDENT

Student Name :

Student Number :

NRIC/Passport Number :

#### ACKNOWLEDGED BY REGISTRY

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

## TERMS AND CONDITIONS OF SCHOLARSHIP / BURSARY

1. Applicants are required to pay all administration fees, course fees and external fees (if any) pending the decision of the Scholarship Committee.
2. For new students who have not joined HELP Academy, a minimum payment of RM 300 of the Student Application Fee is required before the student is eligible to apply for scholarship. Otherwise, the scholarship application is considered null and void.
3. For students who have applied to join HELP Academy for a chosen programme, he / she is expected to register during the intake date and is required to **pay all administration fees, course fees and external fees (if any) by the last day of payment** pending the decision of the Scholarship Committee. Otherwise, the scholarship application is considered null and void.
4. The scholarship is valid for studies at HELP Academy only.
5. This scholarship will be applied and enforced only upon signing and returning the copy of the Scholarship Terms and Conditions to HA Registry. The last date for returning the signed Terms & Conditions of Scholarship is as stated on the Scholarship Offer Letter, failing which, we will deem that the student is not accepting the scholarship offered.
6. The scholarship is not applicable for new international students (i.e. non-Malaysians). International students may apply for scholarship only after completing at least one level/year of studies at HELP Academy.
7. The scholarship is **not** applicable for payment of **re-sit / re-enrolment fees**.
8. For programmes where course fees are charged by the subject (modular programme), the total scholarship amount is divided equally among the total number of subjects and will go towards payment of course fees payable to HELP Academy Sdn Bhd.
9. For programmes where course fees are charged by the year (linear programme), the total scholarship amount will go towards payment of course fees payable to HELP Academy Sdn Bhd.
10. HELP Academy reserves the right to revoke any scholarship due to failure in examinations, unauthorized dropping of courses, withdrawal from programme before completion and / or non-compliance with HELP Academy Rules and Regulations or other Terms & Conditions of the scholarship. Recipient may be required to repay the scholarship amount used upon revocation. Under HELP Academy Scholarship Terms and Conditions, scholarship holders under A Levels must enroll for four subjects. Scholars are not allowed to drop any subject without the express approval of the Head of Department. Scholarship fees are calculated based on four subjects, so even if a subject is dropped with approval, there can be no adjustment of fees based on the reduced number of subjects. There is also no refund allowed should a subject be dropped or the student withdrawn from the programme. Should the recipient discontinue his/her studies in this programme, the scholarship amount is neither refundable nor transferable to another programme.
11. All recipients of scholarship are required to contribute 3-5 hours per week of their time to assist the Head of Department or his/her designate in administration, peer counselling, extra-curricular activities, marketing and promotional activities.
12. With effect from **1 February 2017 intake onwards**, note that the Scholarship Application deadline is as below:  
Two weeks after commencement of programmes **OR** two weeks after the release of actual results.  
  
This new Scholarship Application deadline shall supercede all other scholarship deadline(s) that had been previously printed in our HELP Scholarship Awards booklet or other printed materials, brochures, newspapers, websites, and in any media. The Scholarship Committee will meet in mid-May and mid-October each year to shortlist candidates for the awards.
13. All decisions made by HELP Academy on matters pertaining to the scholarship will be final. Only short-listed applicants will be notified.
14. The qualifications/criteria required for the scholarship may vary from year to year. Applicants are to check with the Scholarship Officer on the requirements before applying.
15. Late and incomplete application forms will not be considered for selection.
16. Students are entitled to receive only **ONE** of the scholarships or bursaries available, at any one time (whichever is higher).