



PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS)

(Sarawak Skills Development Centre)

Main Office: Jalan Canna, Off Jalan Wan Alwi, Tabuan Jaya, 93350 Kuching, Sarawak. Tel: 082-364148, 364198, 364199. Fax: 082-364197. **Website:** www.ppk.edu.my

Regional Office: PPKS Lutong, Block 1, MCLD, Jalan Shell, 98000 Lutong. Tel: 085-622184, 622194. Fax: 085-622164.

Savti Office: KM48, Miri-Bintulu Road Kabuloh, P.O. Box 1022 Boulevard Post Office 98000 Miri, Sarawak. Tel: 085-481163, 481164. Fax: 085-481167, 481260.

APPLICATION FORM

Please use **BLOCK LETTERS** to complete this form
Please tick (✓) in the appropriate space provided.

Student Particulars				
Please affix a passport – sized photograph	Name of Applicant (as per NRIC/MyKad/Passport):		NRIC/MyKad/Passport No.: (old and new)	Passport Expiry Date: (dd/mm/yy)
	Date of Birth (dd/mm/yy):	Place of Birth:	Race:	Religion:
	Sex: Male _____ Female _____	Marital Status: Single _____ Married _____	Tel (H), (O), (H/P):	Email:

Contact address while studying			
Postcode:	City:	State:	Country:

Permanent Home Address (for different from the above)			
Postcode:	City:	State:	Country:

Academic Qualifications					
PMR (Year: _____)		SPM (Year: _____)		Other relevant qualifications (Year: _____)	
Subject	Grade	Subject	Grade	Subject	Grade

Programmes Offered (Number your choice of programme based on priority e.g. 1, 2, 3)		
Mechatronic (Mekatronik)** – L1, 2, 3, 4	Graphic Design** (Rekaan Grafik) – L1, 2, 3	Welding (Kimpalan) – L1, 2
Information System** (Sistem Maklumat) – L2, 3, 4	Juruteknik Elektrik – L1, 2, 3	Multimedia (Multimedia) – L2, 3
Industrial Electronic** (Elektronik Industri) – L1, 2, 3	Plantation** (Mandur) – L1, 2	Tailoring (Pembuat Pakaian) – L1, 2
Computer Networking (Rangkaian Komputer) – L2, 3	Automotive (Mekanik Kenderaan Motor) – L1, 2	Printing Technology (Teknologi Percetakan) – L1, 2, 3, 4
Environmental Tourism (Eko Pelancongan) – L2	Computer System** (Sistem Komputer) – L2, 3, 4	Welding* – Petronas Certification
Refrigeration and Air- Conditioning (Penyejukbekuan dan Penyaman Udara) – L1, 2	Mechanical Drafting (Pelukis Pelan Mekanikal) – L1, 2, 3	NEW Programme:
Campus Choice: _____ Kuching _____ Miri.		Note: *Pre-Employment Certificate programmes

**Also available in Miri.

Medical History	
Do you have any medical condition? Yes, please specify _____.	No _____
In case of emergency, please contact:	
Name: _____ Relationship: _____ Tel (H), (O), (H/P): _____	
Address: _____	

Supporting Documents	
Registration fee of RM _____ . Cheque should be made payable to Pusat Pembangunan Kemahiran Sarawak	1 copy of NRIC/MyKad
4 copies (7 copies for foreign student) of coloured passport-sized photographs	1 copy of Birth Certificate
3 copies of passports for foreign students (including blank pages)	1 copy of Leaving Certificate
1 certified true copy of SPM/O-Level/STPM/A-Level/UEC/SMU3/Certificate/Diploma/Others	

Declarations	
I declare that the information provided by me in connection with this application is true and correct. I undertake to inform PPKS immediately of any change in address, phone number and other information provided by me in this application.	
I understand that PPKS reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to be bound by the Terms and Conditions of the offer to study at PPKS.	
Signature of Applicant _____	Date _____

TERMS AND CONDITIONS

PPKS offer to the Student is subject to the following terms and conditions which shall be deemed to have been accepted by the Student ("the Sponsor") upon payment of any Tuition Fees or commencement of the Programme by Student, whichever is earlier.

- 1) The Registration Fee is non-refundable and non-transferable.
- 2) All tuition Fees paid are non-refundable and non-transferable, except where written notice is received by the Finance Manager/Principal stipulating that the Student does not intend to commence or wishes to defer Programme at PPKS.
- 3) In the event of non-payment or late payment of the Fees or any part thereof without prior written approval from the Finance Manager/Principal, PPKS has the right without further notice to bar the Student from using its facilities and/or attending classes and/or withholding examination results and take such action as it deems necessary as may be determined by PPKS from time to time.
- 4) If the Fee paid exceeds the amount payable, the additional amount paid will be credited (without any interest accruing) towards the payment of the next instalment of Fee payable. A refund of the additional amount of Fee paid will not be made unless the Student discontinues the Programme.
- 5) PPKS reserves the right to vary all Fees from time to time, without notice.
- 6) The Student must comply with and abide by PPKS's Rules and Regulations and the Terms and Conditions contained herein and thereafter. In the event of non-compliance by the Student of any of PPKS Rules and Regulations or Terms and Conditions contained herein and thereafter, PPKS shall reserve its rights to take such action deemed necessary against the Student including to bar the Student from using its facilities and/or attending classes and/or withholding examination results.
- 7) All information furnished by the Sponsor, and/or the Student to PPKS especially, with respect to (i) the Student's qualifications and (ii) applications for admission to the college must be true and correct in all aspect. In the event of any inaccurate or incorrect information furnished to PPKS, PPKS shall be entitled to take all such action deemed necessary by it. In the event of any change in the address and/or telephone number provided in the Application Form, the Student must forthwith inform PPKS via the Change of Particulars Form.
- 8) Permission for foreign students to study in Malaysia and permission for students to study overseas must be obtained from relevant authorities and that the obtaining of such permission shall be the responsibility of the Sponsor and/or the Student. Such permission should be obtained prior to commencing the Programme or going overseas, as the case may be.
- 9) In the event that PPKS of the opinion that it is not viable for whatever reasons, including minimum class size, to commence any proposed programmes, PPKS reserves the right not to commence such programmes and in such an event all Fees paid shall be refunded, free of interest.
- 10) The Sponsor is deemed to have given permission to the Student to liaise with PPKS in respect of all matters unless the Sponsor notifies the Principal in writing. Prior written notice must be given to the Registrar in the event that the Student or Sponsor wishes to authorise someone else to sign any documents or acknowledgement to deal with PPKS on behalf of the Student or Sponsor.

I, _____ (student's full name (per NRIC/MyKad/Passport) NRIC/MyKad.Passport No. _____

have read, understood and will follow STRICTLY the above Terms & Conditions.

Signature of student

Date

FOR OFFICE USE ONLY	
Counselled by: _____	Date: _____
Verified by Marketing Manager / Marketing Executive: _____ Date: _____	
Remarks:	

Admission	
Approved by: _____ (Head, Academic Dept)	Date: _____
_____ Full Offer, _____ Conditional Offer, _____ Reject	Remarks & Recommendations:

Finance			
Fee Paid	Amount	Mode of Payment	Receipt No.
Registration Fees		Cheque No.	Processed by
Tuition Fees		Cash	
Insurance		Telegraphic Transfer	Date
Exams		Credit Card	
MISC		Others	
Verified by Accounts Department: _____ (Signature)			Date _____