

OFFER GUIDE

Office of Admissions

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ACCEPTANCE OF OFFER

Congratulations on receiving an offer for admission to Taylor's. We are delighted that you are considering Taylor's for your higher education.

This Offer Guide explains everything you need to know about the offer. It will tell you what to do and when. It is designed to help you make one of the most important decisions of your life a little easier.

A. How to accept the Offer?

Step 1: Accept the Offer ¹

Step 2: Make Payment ²

Note:


1. Read the Policy, Terms and Conditions provided in this Offer Guide.
2. Refer to the email we sent upon Acceptance for details to make full semester payment.

B. How to defer this Offer?

If you wish to delay the start of your programme, you will need to decline this offer and reapply as new student with a new intake. You will be issued with a new Offer Letter.

If you have previously accepted the offer, and wish to defer your studies, kindly complete the Application for Change of Intake / Deferment of Semester form available in Campus Central portal and email to campuscentral@taylors.edu.my.

C. How to decline this Offer?

If you decide not to accept the offer, please visit the Offer Decision page  on Taylor's Online Programme and Application System (TOPAS) and click on "I Decline". Alternatively, if you prefer to convey your decision through a different method, you can express it to your education counsellor.

D. How to fulfill your Provisional/Conditional Offer?

Conditional Offer

Conditional Offer refers to an offer made to an applicant based on the following criteria:

- a. applicant enrolling for a programme based on trial or forecast results; or
- b. applicant that has yet to meet Taylor's Student Intake Standards, subject to the following conditions:
 - i) Student must meet the given condition upon the intake commencement.
 - ii) Student must meet the given condition within a stipulated period after intake commencement.

IMPORTANT:

If you have been offered with Conditional Offer upon enrolment, please refer to the condition stated in your Letter of Conditional Offer. You MUST fulfill all condition(s) within the stipulated timeline, failing which, your enrolment of studies shall be void.

ENROLMENT AND ADMISSIONS RELATED INFORMATION

A. Policy, Terms and Conditions

These terms and conditions will form an essential part of any contract between Taylor's and student who received an Offer Letter.

Enrolment and Admissions

1. Offer will only be made when application documents are complete and sighted original by Taylor's OR certified true copy by a recognized authority, e.g. original issuing bodies, Commissioner of Oaths, registered Taylor's representative/agent.
2. Students are advised to consider their subjects/modules carefully based on their preferred pathway.
3. Once a student has embarked on a programme, changes of subject/module may be permitted in exceptional circumstances and where class size permits by the closing date of the subjects/modules enrolment for the semester, is at the discretion of the Head of School or Programme Director.
4. The award of scholarships, bursaries, grants, waivers or financial assistance is subject to the absolute discretion of Taylor's and/or the relevant Transferee University.
5. In order to be eligible for registration with any professional body, you must meet the current requirements of the relevant body which may be subject to change without prior notice.
6. Registration for any external examinations and all submission of payment due to external examining bodies, are the sole responsibility of students.

Fees

1. Fees payable for the academic year are set out in the Fee Schedule. Fees will be reviewed annually. For the avoidance of doubt, Taylor's reserves the right to revise the fee payable for any given semester.
2. Fees payable for a semester is indicative based on a standard study load. The exact tuition fee will depend on the number of subjects/modules and credit load student enrolls in.
3. Students are required to make full payment of semester / term fees upon enrolment or 2 weeks before the commencement of the semester (new and returning students). Payment is based on the number of module(s) registered.
4. Non-registration of module(s) and non-payment of fees in accordance to the deadline shall result in the student being disallowed to enrol in that semester and shall be automatically deferred to the following semester.
5. Fees paid are not refundable except in the circumstance set out in sub-paragraphs (b), (c), (d) and (e) below and PROVIDED that a request in writing for such refund is received by Taylor's. Any refund of fees or part thereof is subject to the following:
 - (a) The Enrolment Fee, Module Registration Fee, Registration Fee, International Student Charge, International Student Enrolment Fee and Registration and Licensing Fee are not refundable under any circumstances.
 - (b) Subject to sub-paragraph (a) above, if a student withdraws from the programme before the commencement of the semester, all fees paid may be refundable. An administration fee of RM500 will be charged.
 - (c) Subject to sub-paragraph (a) above, if a student withdraws from the programme within the first two weeks of the semester, an amount not exceeding 70% of all fees paid may be refundable. An administration fee of RM500 will be charged. For the avoidance of doubt, all fees shall not be refundable from Week 3 of the semester onwards except as provided in sub-paragraphs (d) and (e) below.
 - (d) Subject to sub-paragraph (a) above, if a student is conditionally accepted into the programme based on forecast results but due to non-fulfilment of entry requirements upon official announcement of examination results, the

student shall be terminated from the programme by Taylor's. The student is eligible for a pro-rated refund of all fees paid. (The pro-rated refund is calculated based on the number of weeks elapsing from semester commencement due date to the official notification date and proportionate to the total number of weeks of the relevant semester).

- (e) Subject to sub-paragraph (a) above, if student has not attempted the assessment of bridging module, decides to withdraw an administrative fee is charged for the withdrawal and the post graduate pre-requisite fee will be refunded.
 - (f) Subject to sub-paragraph (a) above, if student has not attempted the assessment of bridging module under the current programme enrolled. Post graduate pre-requisite fee paid is transferable to new intake (for deferment of intake) or new programme (for inter programme transfer).
 - (g) Subject to sub-paragraph (a) above, post graduate pre-requisite fee paid is forfeited/ NOT transferable to new intake (for deferment of intake) or new programme (for inter programme transfer) if student has attempted the assessment of bridging module.
- 6. In the event that a student is being expelled, suspended or terminated due to any sort of misconduct or non-attainment of academic requirement, there shall be no refund of fees paid, except for deposit (if any, less any fines due).
 - 7. Taylor's will issue any applicable refund under the name of student/parent/guardian as provided in the Application Form, unless otherwise advised by the student.
 - 8. All refund shall be free of interest and Taylor's reserves the right to set-off the refundable amount against any outstanding fees or payments due and owing to Taylor's.
 - 9. All deposits paid shall under no circumstances be treated as payment of fees or any other payments required to be paid and may not be used to set-off any amount due and payable to Taylor's. All refund under the conditions hereof must be claimed within one (1) year from the date the student ceases to be a student of Taylor's, failing which student is deemed to duly authorise Taylor's to transfer the said amount into the University or College Improvement Fund. Students shall have no claim in respect of such amount thereafter. Taylors shall be entitled to utilise such Fund as Taylor's deem fit.
 - 10. Administrative fee is waived for refund of deposits and overpayment.
 - 11. For inter-programme transfer within Taylor's (including across institutions), student must settle outstanding fees (if any) at the current programme before applying for transfer to the new programme (within / inter institution). An administration charge of RM200 will be imposed. This administration charge will be waived for the first inter-programme transfer by new students before the commencement of the first programme (excluding inter-institutional transfer). The amount of fees transferrable to the new programme is subject to the following:
 - (a) The Enrolment Fee, International Student Enrolment Fee and International Student Charge will be retained at the current programme and waived by the new programme
 - (b) Subject to sub-paragraph (a) above, if an inter-programme transfer is carried out within the first month of the semester all fees paid are transferrable to the new programme for the first transfer. For the second transfer, only 50% of the Tuition Fee and Resource Fee due and paid will be transferable to the new programme. For subsequent transfer, no amount is transferable. In the event of any surplus, such surplus amount shall not be refundable but may be used to set-off fees for the subsequent semester.
 - (c) Subject to sub-paragraph (a) above, if an inter-programme transfer is carried out after the first month of the semester but before the mid-semester, only 50% of the Tuition Fee and Resource Fee due and paid will be transferable to the new programme for the first transfer. For the second transfer, only 25% of the Tuition Fee and Resource Fee due and paid will be transferable to the new programme. For subsequent transfer, no amount is transferable.

(d) Subject to sub-paragraph (a) above, if an inter-programme transfer is carried out after the mid-semester, no amount is transferable.

12. Students who have completed a programme and progressing to another programme (e.g: Pre-U, Foundation or Diploma to Degree) will need to pay the full Enrolment Fee again. International students will be charged only the same amount as local student Enrolment Fee, however International students are required to pay the full International Student Enrolment Fee during enrolment and the fee adjustment will be reflected in the fee statement after two (2) working days. The excess payment after the adjustment will automatically be used to offset other fees due.
13. All references to “student” or “students”, wherever relevant or applicable, shall include any parent or legal guardian of the student in the case the student has not attained the age of majority at the time of admission.

If the student is under the sponsorship of any sponsoring agency, an official copy of sponsorship award letter must be submitted to Taylor's together with the application form, or immediately upon confirmation of the sponsorship. This letter must indicate in detail the type of fees and/or value which will be sponsored by the sponsoring agency. Any amount which is not covered by the government sponsoring agency, shall be on the account of the student personally, and shall be due and payable in accordance to the standard fee payment terms and conditions.

B. Additional Information / Requirement(s) for Programmes regulated by Professional Bodies or Statutory Bodies in Malaysia

Programme	Statement
Master of Applied Computing	A. Students without experience in Computing, will have to complete and pass a Bridging module; <i>ITS70102 Fundamentals of IT</i> before undertaking the core modules of the programme.

A. Personal Data Protection Act 2010: Notice and Choice Principle Statement

Personal Data Protection Act 2010

Taylor's is committed to comply with the recently enacted Personal Data Protection Act (PDPA) 2010 in protecting its students' personal information that has been processed by Taylor's. We hope this section gives you as a student, a good understanding on how we handle your personal data that we collect and how you can control the disclosure of such data.

The information on the enforcement of PDPA 2010 which is provided below is in relation to the nature and type of data processed; how your data is collected and used; to whom your data can be disclosed; and your right to access and correct your personal information.

What Personal Data We Process?

Taylor's needs to process (that is, collect, use, store and ultimately destroy) your personal data for various academic, educational and administrative purposes. Generally, your personal data that we collect and process, includes but not restricted to:

Name, Identification number (NRIC), Passport number, Address, Contact numbers, Gender, Date of birth, Previous qualification, Personal email address, Photo and images, Marital status, Emergencies contact person(s) details, Family / guardian information.

Sensitive Personal Data

Some of the personal data that we process may include what is defined as 'sensitive personal data' under the Act and these include, but not restricted to:

Race, Religion, Health, Records of misconduct and disciplinary action, Records of criminal offence

This sensitive information shall be treated carefully by Taylor's and will only be used for specific purposes. It will not be released to a third party without your explicit consent unless it is necessary to protect your interests.

Provision of Information

The provision of all information requested for in the relevant forms of Taylor's is mandatory, unless specified otherwise. This is to enable us to process your application and / or request for our services.

Should you fail to provide the said information, Taylor's will be unable to process your request and / or provide you with the relevant services.

How do We Use Your Data?

The purpose for which personal data is collected and further processed includes, but not restricted to the following:

- To process application for admission
- To maintain students' personal details, academic and non-academic records
- To facilitate the internships, placement or industrial training as well as co-curricular related activities
- To provide the relevant administrative support, counselling and financial aids services
- To manage the use of facilities such as library, hostel, laboratories and so on
- To administer the graduation and alumni related events
- To administer the tuition fee and other payment
- To communicate with students on any important announcements including matters relating to career services, postgraduate studies and alumni
- To collect and relay information for relevant local or international statutory authorities or examination boards
- To contact student's next of kin in case of emergency
- To comply with any regulatory, audit or security related requirements

How is Your Data Collected?

Most, if not all, of your personal data was obtained from you directly, either from the following sources or from any other information you provided and this may include:

- Enquiry Form
- Various type of Application and / or Registration Forms
- All other School and / or Support Services related Request Forms
- Previous qualification related documents and / or certificates

In some instances, your personal data may have been obtained from external sources including, but not restricted to the following:

- Third parties such as previous educational institutions, law enforcement agencies and other government entities
- Third party service providers and any other future third parties in relation or incidental to the above
- Personal data which are available in the public domain
- Personal data which may be collected from cookies through the use of Taylor's website

Disclosure of Your Personal Data

Taylor's will keep your personal data confidential unless you have given the written consent to such disclosure or it is within the ambit of permitted disclosures under prevailing laws / guidelines, Taylor's may disclose your information to the categories of third parties as listed below (not restricted to):

- The Ministry of Higher Education, other relevant government departments / agencies, statutory authorities and industry regulators
- Malaysian Immigration Department and its appointed agencies
- Foreign embassies and their appointed agencies
- The police and other enforcement agencies where and when required
- Your sponsors including your parents / guardians
- Third parties that provide the internships or attachment placements
- Professional or accreditation bodies
- Taylor's external counterparts providing dual degrees, articulation or progression of study
- Third parties appointed by Taylor's to provide services to Taylor's such as auditors, lawyers, contractors, printing companies, travel agencies, training organiser and insurance companies
- Other institutions or companies within Taylor's Education Group

Your Right to Access and Correct Personal Information

You have the right to access and correct your personal information held by Taylor's under the Act. Taylor's always endeavours to upkeep the changes on your personal information in our student database system and hence you are encouraged to notify Campus Central of the changes in a timely manner.

You may do the following by completing the "**Student Profile Update**" online form via Campus Central Portal to update your personal data.

Any request to exercise your rights shall be administered as per the Act. Please be informed that pursuant to the Act, your request may be rejected in certain circumstances.

Should you have any queries pertaining to the above, please refer to Campus Central, Block A, Level 2 for appropriate advice and assistance.