

# OFFER GUIDE

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The image shows a large, three-dimensional red sculpture of the word 'TAYLOR'S' in a bold, sans-serif font. The sculpture is positioned in the foreground, partially obscured by a low green hedge. Behind the sculpture are several lush green trees. In the background, a modern building with a grey, ribbed facade and white structural columns is visible under a blue sky with scattered clouds.

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# 01

## ACCEPTANCE OF OFFER

In this Section, it explains on the following:

- A. How to accept the Offer?
- B. How to defer this Offer?
- C. How to decline this Offer?
- D. How to fulfill your Conditional Offer?





# 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 all the essential aspects of the offer. It guides you with step-by-step instructions and timelines, ultimately aiming to ease one of the most significant decisions of your life.

## A. How to accept the Offer

Step 1: Accept the Offer <sup>1</sup>

Step 2: Make Payment <sup>2</sup>

### 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 form available in Campus Central portal and submit it through the link stated on the form.

## 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) (<https://topas.taylors.edu.my/#login>) 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 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 result(s); 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(s) upon the intake commencement.
  - ii) Student must meet the given condition(s) within a stipulated period after intake commencement.

### **IMPORTANT:**

*If you have been offered with Conditional Offer, please refer to the condition(s) 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.*

*Taylor's will notify you to submit a copy of your official result(s) to Campus Central within the first two (2) weeks of the result releasing date and prior to end of semester one, if you applied using provisional or online results upon admission. Should your official results did not meet the stipulated entry requirement, or failure to submit the official result, you will be excluded from the programme. Official result(s) refers to "Statement of Results" / "Official Transcript" / "Official Certificate" (this list is non-exhaustive).*

# 02

## ENROLMENT & ADMISSIONS RELATED INFORMATION

In this Section, it explains on the following:

- A. Policy, Terms and Conditions with related to enrolment and admissions as well as fees.
- B. Additional Information/Requirement(s) for Programmes regulated by Professional Bodies or Statutory Bodies in Malaysia
- C. For Credit Transfer Students
- D. Progression Related Information



# ENROLMENT & 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**

**Fees**



# 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. All tuition and ancillary fees are subjected to annual increases and may vary due to inflation, currency exchange rates, operational costs, levies and other non-standard charges. The University reserves the right to make the necessary changes to the fee schedule to sustain the quality of education and services as it deems fit. While all changes will be communicated on a best effort basis, the University may occasionally need amend the fee schedule without guaranteed prior notice.
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. Student under all programmes are required to make full payment of semester / term fees upon enrolment or by the commencement date of the semester / term (new and returning students). Payment is based on the number of module(s) registered.
4. After payment due date, Taylor's has the right, but not bound to, take any necessary actions against students with outstanding fees such as barring from classes and/or facilities as Taylor's deem fit. Taylor's further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees and other outstanding payment are made.
5. A penalty of RM100 per week will be imposed on any outstanding fees incurred after the payment due date.
6. Student who still has an outstanding fee on the third day of Week 5 will be issued with Notice of Termination and shall be terminated on the fifth day of Week 7 with the issuance of Termination Letter from the programme at Taylor's.
7. Student (under installment & financial loan) who still has an outstanding fee on the first day of Week 9 will be issued with Notice of Termination and shall be terminated on the fifth day of Week 11 with the issuance of Termination Letter from the programme at Taylor's.

## Fees (cont)

8. 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.



## Fees (cont)

9. 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).
10. 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.
11. 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.
12. Deposits shall not be considered as payment for any fees or other required charges and may not be used to offset outstanding amounts due. However, Taylor's reserves the right to apply the refundable deposit toward any unpaid fees or other amounts owing to Taylor's. Refund claims must be submitted within one (1) year from the date the student ceases to be enrolled at Taylor's. If a refund is not claimed within this period, the student will be deemed to have authorized Taylor's to transfer the unclaimed amount to the University or College Improvement Fund. Once transferred, students will have no further claim to the amount, and Taylor's may utilize the Fund as it deems appropriate.
13. Administrative fee is waived for refund of deposits.

## Fees (cont)

14. 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.



## Fees (cont)

15. 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.
16. 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.

## ENROLMENT & ADMISSIONS RELATED INFORMATION

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

Bachelor of Medicine, Bachelor of Surgery – MBBS

Bachelor of Patisserie Arts (Honours)

Bachelor of Laws (Honours)

Bachelor of Software Engineering (Honours)

Bachelor of Education (Honours)

Bachelor of Computer Science (Honours)

Bachelor of International Hospitality Management (Honours)

Bachelor of Information Technology (Honours)

Bachelor of Science (Honours) in Culinology

Master of Applied Computing

Bachelor of Culinary Management (Honours)

Master of Laws in Healthcare and Medical Law



## Bachelor of Medicine, Bachelor of Surgery – MBBS

### A. Malaysian Students

The Ministry of Higher Education (MOHE) with the Malaysian Medical Council has set the minimum academic qualifications for entry into the MBBS programme. These entry requirements do not specify qualifications in Bahasa Malaysia.

While entry into the MBBS programme is possible without a pass in Bahasa Malaysia, such candidates will have to fulfill the MPU requirements of passing Bahasa Kebangsaan A to graduate. This is a MOHE requirement.

All candidates must at least have a pass in SPM Bahasa Malaysia to register provisionally with the Malaysian Medical Council. These are the current regulations.

All Malaysian students are nevertheless advised to obtain a credit in SPM Bahasa Malaysia to avoid any delays in registration upon graduation.

### B. International Students

Currently, house officer (Internship) positions in Malaysia are not available to international students, even if they graduate with a medical degree from a Malaysian University. International students who wish to enroll in the MBBS programme are advised to make their own alternate plans for housemanship following graduation.

All Indian students intending to return to India for housemanship must be aware about the need to have the passed NEET examinations. The National Medical Commission of India (NMC) also requires all Indian students to complete their housemanship in the country of study and be registered with the respective Medical Councils of those countries before seeking registration with the NMC. This is currently not possible in Malaysia.

All Indian students who do not intend to seek registration or work in India maybe accepted without the NEET requirements but must undertake to sign a declaration to that effect witnessed by a lawyer or commissioner of oaths. This is a Malaysian Medical Council requirement.

### C. Permanent Residents of Malaysia / Spouses of Malaysian Citizens

Permanent residents of Malaysia and spouses of Malaysian citizens who obtain their medical degree from a Malaysian University may be considered for houseman positions in Malaysia. However, placement is not guaranteed and the process of placement may take a different path and a longer duration than for Malaysians. These graduates are also subject to the Bahasa Malaysia requirements applicable to Malaysians.

## Bachelor of Laws (Honours)

- A. Students who intend to transfer to UK partner Universities for the articulation pathways are subject to entry requirements prescribed by the relevant UK University and the UK Border Agency, which are subject to change at the sole prerogative of these authorities.
- B. Students who intend to pursue the Certificate of Legal Practice (CLP) Examinations will be subject to the CLP entry requirements imposed by the Malaysian Legal Profession Qualifying Board (LPQB) which are available on the LPQB official website, which are subject to change at the sole prerogative of the LPQB.
- C. Students who intend to pursue the Bar Professional Training Course (BPTC) are subject to the entry requirements prescribed by the relevant authority and subject to change by the relevant authority.
- D. Students who intend to practice law in Malaysia will be subject to the requirements imposed by Bar Council Malaysia which are available on the Bar Council's official website, which are subject to change.

*The University gives no warranty and accepts no responsibility or liability if the entry requirements of the relevant authorities as above are amended, changed and/or varied howsoever.*

## Bachelor of Education (Honours)

- A. Graduates of this programme will not be serving as teachers in the public school.

## **Bachelor of International Hospitality Management (Honours)**

- A. As prescribed by MQA, students who join the academic programme at the Bachelor's Degree (MQF Level 6) with qualifications in *Diploma Vokasional Malaysia (DVM)*, *Diploma Kemahiran Malaysia (DKM)* or *Diploma Lanjutan Kemahiran Malaysia (DLKM)* are required to complete and pass a bridging module. For Bachelor of International Hospitality Management (Honours), any student holding these qualifications will be required to sit and pass the bridging module *HOS41604 Hospitality Technical Case Studies* at the commencement of their studies and will be required to follow the study plan provided accordingly.

## **Bachelor of Science (Honours) in Culinology Bachelor of Culinary Management (Honours) Bachelor of Patisserie Arts (Honours)**

- A. As prescribed by MQA, students who join the academic programme at the Bachelor's Degree level (MQF Level 6) with qualifications in *Diploma Vokasional Malaysia (DVM)*, *Diploma Kemahiran Malaysia (DKM)*, or *Diploma Lanjutan Kemahiran Malaysia (DLKM)* are required to complete and pass a bridging module. For the Bachelor of Science (Hons) in Culinology, Bachelor of Culinary Management (Honours) and Bachelor of Patisserie Arts (Honours), any student holding these qualifications will be required to sit and pass the bridging module *CUL60902 Culinary Sciences* at the commencement of their studies and will be required to follow the study plan provided accordingly.



## **Bachelor of Software Engineering (Honours)**

## **Bachelor of Computer Science (Honours)**

- A. As prescribed by MQA, for Bachelor of Software Engineering (Honours) and Bachelor of Computer Science (Honours) programmes, students without a credit in Additional Mathematics at SPM level OR without Mathematics at a higher level (Pre-U, STPM, A-Level, Foundation and Diploma) but have obtained a credit in Mathematics and a credit in one of the subjects in Science/ Technology/Engineering at SPM level is required to sit and pass a Bridging Module; *MTH61004 Additional Mathematics for Computing* as a pre-requisite to the *ITS66204 Discrete Structures* module conducted by the School of Computer Science at the commencement of their studies.

## **Bachelor of Information Technology (Honours)**

- A. As prescribed by MQA, for Bachelor of Information Technology (Honours) programme, students without a credit in Mathematics at SPM level OR without Mathematics at a higher level (Pre-U, STPM, A-Level, Foundation and Diploma) is required to sit and pass a Bridging Module; *MTH61004 Additional Mathematics for Computing* as a pre-requisite to the *ITS66204 Discrete Structures* module conducted by the School of Computer Science at the commencement of their studies.

## **Master of Applied Computing**

- A. Students without experience in Computing, will have to complete and pass a Bridging module; *ITS70102 Fundamentals of IT* before undertaking the core modules of the programme.

## **Master of Laws in Healthcare and Medical Law**

- A. Students without a Bachelor of Laws degree or Bachelor of Syariah Degree are required to take and pass the Bridging Module - *LAW71304 Legal Methods and Introduction to Malaysian Legal System* before undertaking the core modules for the programme.

## ENROLMENT & ADMISSIONS RELATED INFORMATION

### C. For Credit Transfer Students

If you are entitled for Module Exemption and/or Credit Transfer with “Elective” module(s) listed in your semester 1 study plan, please submit an Application for Module or Subject Add/Drop (AMAD) Form to Student Finance & Timetabling (SFTT) via online [Enquiry Form](#) which is available on the Campus Central Portal.

This step is extremely important in order to ensure your chosen elective module(s) is made available in your timetable.

Elective modules information are made available in the **Flexible Education Guide** in **Campus Central Portal**. Do take note that you can only access to the guide after you have accepted our offer.



# ENROLMENT & ADMISSIONS RELATED INFORMATION

## D. Progression Related Information

### **Pre-U Studies / Foundation / Diploma Programmes**

The completion of Pre-U Studies /Foundation /Diploma Programmes at Taylor's does not give the student automatic admission to a university, whether related to Taylor's or otherwise. Admission into University is determined by the student's academic performance and fulfilment of the University's entry requirements.

### **Undergraduate Programmes**

The admission of a student into a University may be subjected to successful completion of studies at Taylor's and the fulfilment of the terms, conditions and the entry requirements stipulated by the University. Admission into the University is not guaranteed, and Taylor's makes NO WARRANTY to express or implied that on completion of the relevant programme(s) at Taylor's, a student shall be admitted or is otherwise admissible by a University. It is the student's responsibility to fulfill the requirements of the immigration or other relevant authorities of the country that the student wishes to enroll in.



# 03

## INTERNATIONAL STUDENTS

In this Section, it explains on the following:

- A. Electronic Visa Approval Letter (eVAL)
- B. Single Entry Visa (SEV)
- C. Visa Application Related FAQs for Existing International Students



# INTERNATIONAL STUDENTS

## A. Electronic Visa Approval Letter (eVAL)

- After receiving the complete required documentation and payment, Taylor's International Office will submit the eVAL application on your behalf.
- The application will be submitted to the Immigration Department of Malaysia via EMGS at least 8 weeks prior to the commencement of programme. The status of your eVAL can be checked at <https://educationmalaysia.gov.my/emgs/application/searchForm/>.
- Upon the approval of your eVAL from EMGS, you or your appointed agent will receive an email from Taylor's International Office which will contain important information, and will serve as your guideline upon your arrival. Please do not book your flight to Malaysia prior to receiving your eVAL.
- You must hold a valid STUDENT PASS issued by the Immigration Department of Malaysia in order to commence your study in Malaysia.
- Please note that Taylor's will only provide the Visa Application services to students and will not include the Dependent Pass application (and/or other type(s) of pass application) for students' family members.





# INTERNATIONAL STUDENTS

## B. Single Entry Visa (SEV)

- If you are from a country requiring a Single Entry Visa (SEV) before entering Malaysia, you will need to take the eVAL, your passport and other required documents to the Malaysian Embassy/Consulate as indicated on the eVAL to obtain a SEV.
- Your eVAL is usually valid for six (6) months from the date of issuance and hence you must arrive in Malaysia latest by one (1) month prior to your eVAL expiry. If you are entering Malaysia nearer to the eVAL expiry date, please check with us if there is intake that suits you.
- You may refer to VISA WITH REFERENCE (VDR) Section in <https://www.imi.gov.my/index.php/en/main-services/pass/student-pass>, if your Nationality is listed below, you are required to get an SEV prior to entering Malaysia as a Taylor's student.

**STUDENTS FROM THE FOLLOWING VISA REQUIRED NATIONAL MUST OBTAIN VISA WITH REFERENCE (VDR) FROM MALAYSIA REPRESENTATIVE OFFICE OVERSEA BEFORE ENTERING MALAYSIA. STUDENTS MUST ALSO PROVIDE VISA APPROVAL LETTER' (VAL) AT THE POINT OF ENTRY**

Algeria	Finland	Kazakhstan	Pakistan	Sweden
Argentina	France	Kosovo	Philippines	Syria
Austria	Germany	Kuwait	Poland	Taiwan
Bahrain	Ghana	Lao PDR	Qatar	Thailand
Bangladesh	Guinea Republic	Lebanon	Romania	Turkey
Belgium	Hong Kong (C.I / D.I)	Liechtenstein	Russia	Turkmenistan
Bosnia	Hong Kong (SAR / BNO)	Malta	Rwanda	Ukraine
Herzegovina		Mexico	Samoa	United Arab Emirates
Brazil		Morocco	Saudi Arabia	United Nations
Cambodia	Hungary	Mozambique	Senegal	United States
Cameroon	India	Myanmar	Serbia	Uzbekistan
Chile	Indonesia	Nepal	Montenegro	Venezuela
China	Iran	Netherland	South Africa	Viet Nam
Croatia	Iraq	Nigeria	South Korea	Western Samoa
Cuba	Ireland	North Korea	Spain	Yemen
Czech Republic	Italy	Oman	Sri Lanka	
Egypt	Japan		St Marino	
	Jordan			



# INTERNATIONAL STUDENTS

## C. Visa Application Related FAQs for Existing International Students





## C. Visa Application Related FAQs for Existing International Students

**Q1** How do I know if I need to apply for a new Student Pass / Visa?

- A** If you are progressing from Intensive English Programme to the **same main programme** as stated in the LOO, you may use your existing Student Pass to continue your studies.
- A** If you are progressing into a **new main programme** than the one stated in the LOO, you are then required to apply for a new Student Pass for the new programme.
- A** If you are transferring **from one programme into another programme**, then you are required to apply for a new Student Pass for the new programme.

**IMPORTANT NOTE:** You are only allowed to change programme ONCE while you are studying in Taylor's.

**Q2** Why do I have to apply for new Student Pass / Visa?

- A** Students must hold the correct Student Pass that matches the programme applied for to study legally in Malaysia. Therefore, it is mandatory for you to apply for a new Student Pass every time you change your programme. You are required to cancel your existing Student Pass and re-apply for a new Student Pass.

**Q3** How do I cancel my existing Student Pass?

- A** Submit the following documents to IO Consultancy Counter (IOCC) at Campus Central (Block A Level 2) for processing.
- Original Passport.
  - 1 x photocopy of flight ticket/confirmed itinerary (in English version) back to home country (dated 5 weeks after passport submission date to IOCC) and receipt of the flight ticket.
  - Cancellation fee of RM53 (in cash).
  - Kindly ensure that your existing student pass has a minimum validity of 2 months, if it is less than 2 months, please inform IOCC immediately and seek advice.

**IMPORTANT NOTE:** Only proceed for Cancellation process AFTER you've gotten approval to change programme (progressing into a new programme OR transferring from one programme into another programme).

## C. Visa Application Related FAQs for Existing International Students

**Q4** When should I submit the above documents (in Q3) to IO Consultancy Counter (IOCC) for cancellation?

**A** 5 weeks prior to your flight ticket date. However, if your existing Student Pass only has a validity of 2 months at the point of registration, please inform IOCC immediately and seek advice.

**Q5** Can I remain in Malaysia while waiting for my new Student Pass / Visa to be approved?

**A** Yes, if you meet the following condition AND your existing student pass has a validity of at least 2 months:

- If your immediate family is currently residing in Malaysia by holding other valid visas or passes.

**IMPORTANT NOTE:** Refer to Q6 and Q7 below ONLY if you meet the above condition in Q5 and would like to remain in Malaysia. If you do not meet the above condition, please skip to Q6 and Q7 below.

**Q6** What is the Student Pass application procedure if I'm to remain in Malaysia during this process?

**A** You must cancel your existing Student Pass and IO will assist to apply for a Special Pass (SP) to allow you to legally remain in Malaysia. Please check with IO Consultancy Counter (IOCC) for the SP application procedure. The total fees to be paid amounts to RM412 [i.e. RM359 for 2 SPs + RM53 for Cancellation (as per Q3 above)].

**IMPORTANT NOTE:** Approval for Special Pass (SP) is strictly up to the discretion of **Immigration of Malaysia**.

**Q7** What happens if my new Visa is not approved before my last SP expires?

**A** You will have to return to your home country before your SP expires and wait for the new visa application to be approved, as well as a confirmation email to be sent by IO once your eVAL is available for download from "EMGS's STARS System". If you are unable to enter Malaysia by Week 2 of the intake date, you will have to defer to the next available intake.

## C. Visa Application Related FAQs for Existing International Students

**Q8** What is the deadline for submission of the eVAL application documents?

**A** i) **Direct/New Application:** 2 months before intake commencement date.

ii) **If you are holding a valid Student Pass:** 6 weeks before intake commencement date.

**Q9** How long does it take to process my new eVAL?

**A** Once IO received the complete set of application documents submitted by you, IO will process and liaise with Education Malaysia Global Services (EMGS) on your eVAL application. The entire eVAL Application takes around 8 to 10 working weeks.

You may check your eVAL Application Status from time to time through EMGS's Website: <https://educationmalaysia.gov.my/index.php/emgs/application/searchForm/>. If any additional document(s) is required by EMGS during the eVAL Application process, EMGS will notify Taylor's, and Taylor's will contact you via email to submit the additional documents. EMGS will then submit your Application to Immigration Department of Malaysia for their final Approval once they finished processing your documents.

Alternatively, you may download "**EMGS Mobile App**" and check the eVAL Application Status through your smart phone.

**Q10** While waiting for the eVAL in my home country, can I visit Malaysia as a tourist?

**A** It is not advisable for you to visit Malaysia using Social Visit / Tourist Pass as it will cause unnecessary delay to your eVAL process. Your eVAL Application will be put on hold once you are being tracked by Immigration, the process will only resume after you leave Malaysia and after your exit stamp is provided to EMGS via IO.

## C. Visa Application Related FAQs for Existing International Students

**Q11** How will the eVAL be given to me?

**A**

Once your eVAL is approved by Immigration and ready for download, you will receive an email from IO, providing with guideline and instruction for you to download or you may opt to collect the original copy at IO Consultancy Counter (IOCC) if you are able to remain in Malaysia (refer Q5 above).

**Q12** What should I do after I have my eVAL in hand (if I'm not in Malaysia)?

**A**

Before travelling to Malaysia and reporting to Taylor's, you must check if you are from one of the Countries that requires a Single Entry Visa (SEV) to enter Malaysia.

- If **yes**, you will need to go to the Malaysian Embassy / Consulate / High Commission in your home country that is indicated on the eVAL (the same location that you have chosen earlier in the Change of Visa Form) to apply for an SEV after receiving the eVAL.
- If **no**, you may enter Malaysia by bringing with you the original eVAL and your Letter of Offer from Taylor's.

**Q13** What is a Single Entry Visa (SEV)?

**A**

It is a Visa required by students to enter Malaysia, that is only applicable to students from visa required countries (refer to the VISA WITH REFERENCE (VDR) Section in <https://www.imi.gov.my/index.php/en/main-services/pass/student-pass>).

- To apply SEV, students are required to submit the Letter of Offer, Payment, eVAL, and Passport to the stipulated Malaysian Embassy / Consulate / High Commission. Regarding the SEV application fee and the processing time to obtain the SEV Endorsement, students may consult the individual Malaysian Embassy / Consulate / High Commission, accordingly.



## C. Visa Application Related FAQs for Existing International Students

**Q14** When should I enter Malaysia?

**A** Your eVAL is valid for 6 months therefore you need to report to Taylor's at least 1 month before the expiry of the eVAL to enable the Student Pass endorsement process. Failing to do so, you will have to reapply another eVAL to the next available intake. Remember the following:

- If you are from a country **not requiring SEV**: latest to enter 1 month before your eVAL expires.
- If you are from a country **requiring SEV**: SEV is valid for 30 days, students must perform the journey to Malaysia before the eVAL and the SEV expires.

**IMPORTANT NOTE:** eVAL that has been used to apply for the SEV will become obsolete, so if you do not perform the journey with the SEV applied, you will have to reapply for another eVAL (you cannot use the same eVAL to reapply SEV for the 2nd time).

**Q15** What if I'm using my Taylor's Foundation / Diploma forecast result to apply for a Bachelor Degree Programme but my Actual Result does not meet the Entry Requirement. What do I need to do?

**A** **Scenario 1: Failed and need to re-sit for 1 Module(s)**

You may come in with Tourist Pass, take the exam and exit Malaysia thereafter. If you passed the exam, you may continue to progress into the Bachelor Programme, once the eVAL is approved and released by EMGS. You may then come in with eVAL and SEV in hand (refer to Q13-15 above).

A

### **Scenario 2: Failed and need to repeat the Semester**

The eVAL Application for the Bachelor Programme that is currently in progress will be forfeited and cancelled, and you will have to reapply a new eVAL for the previous Foundation / Diploma Programme. You will need to resubmit payment and documents to restart the entire eVAL process. It is against the law to allow you to use a Bachelor Programme's Student Pass to commence classes for a Foundation / Diploma Programme. Thus, you can only commence classes for the Foundation / Diploma Programme after the eVAL for the Foundation / Diploma Programme is approved and released. If your Forecast Result is at the borderline of entry to the Bachelor Programme, it is advisable that you wait for the Actual Result before applying for the Bachelor Programme to avoid a further delay in both your Foundation / Diploma & Bachelor programme commencement.

Q16

I've decided to change to another programme again while my eVAL application is still in progress, can I request to amend the eVAL application to the new programme so that I do not have to pay the eVAL application fees again?

A

No, the Visa Application Fees has been utilized for the eVAL Application for the initial programme, and EMGS fees made is not refundable / transferable. You will need to resubmit payment and documents to restart the entire eVAL process.

**IMPORTANT NOTE:** You are only allowed to change programme ONCE while you are studying in Taylor's.

Q17

If I still have other queries, who should I contact?

A

If it's about your enrolment of progression programme, please write to [progression@taylors.edu.my](mailto:progression@taylors.edu.my)

A

If it's about your eVAL application, please write to [internationaloffice@taylors.edu.my](mailto:internationaloffice@taylors.edu.my)

# 04

## APPENDICES

In this Section, it explains on the additional information as follows:

- A. Plan for Your Accommodation
- B. Personal Data Protection Act 2010: Notice and Choice Principle Statement





# APPENDICES

## A. Plan for Your Accommodation



### TAYLOR'S RESIDENCE ON-CAMPUS ACCOMMODATION

#### Discover The Best Student Living Experience

Taylor's Residence, managed by **Taylor's Hostel Management (THM)** since 2004 – is an exclusive **purpose-built student accommodation (PBSA)** designed to provide a safe and supportive living environment.

As the only higher education institution in Malaysia among the 10 international winners of the Times Higher Education (THE) Awards Asia 2023, we were recognized for Outstanding Support for Students and Outstanding Contribution to Regional Development.

Through our four-phase transition journey - Integration, Adaptation, Engagement, and Empowerment and our Resident Living Program, anchored by four well-being pillars (Mental, Physical, Social, and Intellectual Well-being), we provide structured support that helps residents adjust, grow, and thrive throughout their university life.

- **20 years of** experience in managing student accommodations.
- Setup **2 on-campus & 9 off-campus** accommodations
- More than **25,000** students from over **50** nationalities.
- Currently managing **1426** total beds, 1026 beds on-campus & 400 beds off-campus



**WINNER**

**Outstanding Support  
for Students**

THE Asia Awards, 2022



**WINNER**

**Outstanding Contribution  
to Regional Development**

THE Asia Awards, 2023





# Student's Guide to Choose the Right Accommodation

	<b>1</b> Choose one that is <b>close to university and college</b>
	<b>2</b> Ensure good <b>student welfare support</b> is available
	<b>4</b> Identify accommodation with <b>additional academic support</b>
	<b>5</b> Check if there is opportunity to <b>gain life skills</b>
	<b>3</b> Check on facilities provided, especially <b>reliable security</b> features
	<b>6</b> Ensure that it offers the <b>best accommodation quality and support</b>

## Why Is It Important?

Hostel life is a critical part of the College and University experience, choosing the wrong accommodation cause multiple challenges for students during their studies journey.

### DID YOU KNOW?

**40%**

**felt overwhelming anxiety in the first college year.**

*Source: Best Colleges, 2024*

**37%**

**of college students reported having experienced depression**

*Source: American College Health Association (ACHA), National College Health Assessment (NCHA), 2023*

**89%**

**of college students reported to be affected by academic demands**

*Source: TODAY Online, 2024*

**71%**

**of college students drop out due to mental health issues**

*Source: Save the Student, 2023*

# Taylor's Residence Proprietary: Resident Living Program

Taylor's Hostel Management Resident Living Program (Structured Living and Service Learning) is designed to ensure Students' holistic experience and most importantly to nurtures student's success academically.



## MENTAL WELLBEING

Positive mental health plays a vital role in your academic and personal development. We offer a series of exclusive and empowering programmes that help you:

- Integrate and adapt well into your new living and learning environment
- Manage stress and build emotional resilience
- Master self-management



## PHYSICAL WELLBEING

Positive Physical Wellbeing helps you adapt seamlessly into the new living and learning environment. We are committed to supporting you with the best living experience by providing:

- Conducive living and learning spaces
- Safe and high-security environment
- 24 hours support via our live-in housemasters
- Residence activities and workshops to ensure safe and healthy living



## INTELLECTUAL WELLBEING

Our residents' intellectual well-being thrives in a nurturing environment that promotes curiosity, lifelong learning, and critical thinking.

- Academic support services
- Intellectual enrichment workshops
- Peer- to peer learning
- Modern learning skills



## SOCIAL WELLBEING

Positive social wellness involves building healthy relationships and fostering genuine connections with peers who can provide support during times of need.

- Foster a sense of belonging and social inclusion
- Collaborate to take ownership of your new living environment
- Live in harmony by respecting and appreciating diverse customs and cultures.

## Benefits For Taylor's Residents



### On-Campus Residents Facilities

UniGym,  
24/7 Reception &  
Study Lounge



### Academic Support Services

Intellectual enrichment  
workshops



### Life Skills

Life skills training  
& workshops



### Student Welfare Support

Counselling  
Support

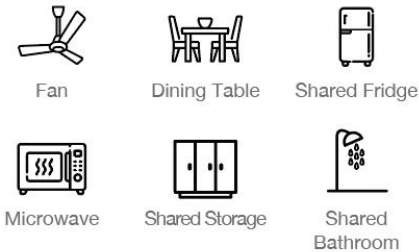
# U RESIDENCE (ON-CAMPUS)





U Residence is Taylor's flagship on-campus hostel, offering 888 beds in 128 apartments and 114 en-suite units. Each apartment accommodates up to 6 residents in single and twin-sharing rooms, with a shared pantry/dining area and washroom. En-suite units provide private bathrooms but do not include a pantry or dining area.

For added convenience, Syopz Mall is located below U Residence, offering diverse food and beverage outlets, banking facilities, a clinic, a stationery shop, and more. Parking is available, and Taylor's also provides daily shuttle bus services to Sunway Pyramid, the LRT, and KTM train stations.

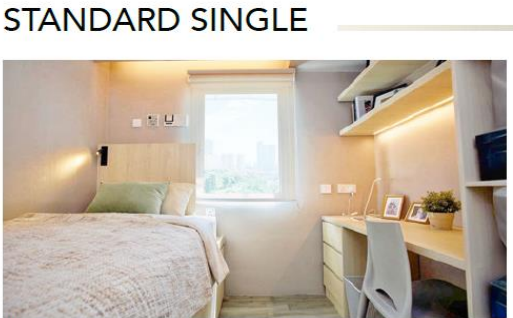
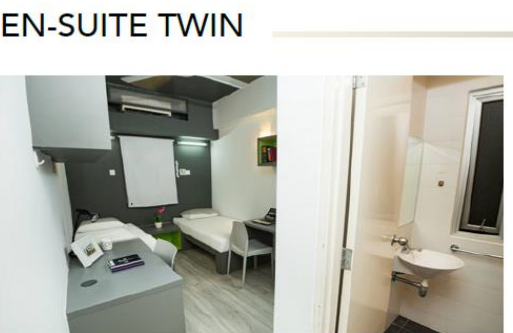
- Single Room (single bed)
- Twin Sharing Room (single bed)
- Fully furnished with shared fridge
- Rental inclusive of WiFi
- Room size: 82 - 185 sqft
- Bed size: 3½ x 6.3 ft
- Cooking & Non-cooking units



# U RESIDENCE ROOM RATES

Apartment Type	Room Type	Room Size (sqft)	Bed Size ft x ft	Monthly Rental (RM)	Deposit (RM)	6 Months Advance Rental (RM)	Total First Payment (RM)
 Non-Cooking Unit	En-suite Single	122	3½ x 6.3	1,950	3,000	11,700	14,700
	En-suite Twin	185	3½ x 6.3	1,150	3,000	6,900	9,900
	Standard Single*	82	3½ x 6.3	1,650	3,000	8,700	12,900
	Standard Twin*	151	3½ x 6.3	1,250	3,000	6,600	10,500
 Cooking Unit	Standard Single	82	3½ x 6.3	1,750	3,000	9,300	13,500
	Standard Twin	151	3½ x 6.3	1,350	3,000	7,200	11,100

- Terms & Conditions:**
1. Rates are PER-PAX basis.
  2. Residents are required to bring their own towels, toilet linens, toiletries, cooking utensils and cutlery. Complimentary bedding sets will be provided (pillow, pillowcase, duvet, duvet cover, bed sheet and mattress protector).
  3. Cooking is NOT ALLOWED in all rooms except for cooking units only.
  4. Applicants may submit the application form and await official written notification from Taylor's Hostel Management regarding room availability, as submission does not guarantee confirmation of the desired room type at the selected location. Upon receiving a room offer, applicants must decide whether to accept; if they accept, they are required to pay a RM500 non-refundable application fee and a RM3,000 deposit to secure the room. Once payment is made, the RM500 application fee is non-refundable in the event of cancellation.
  5. Applicants must pay six (6) months advance rental prior to check-in. Thereafter, rental must be paid every six (6) months in advance.
  6. All applicants are required to sign an initial tenancy agreement for one year (12 months).
  7. All residents are expected to help maintain the general cleanliness of their respective apartments and all common areas.





# RUEMZ (ON-CAMPUS)




Ruemz (pronounced 'rooms') is an on-campus block offering comfortable, independent living spaces with enhanced privacy and security. The low-density block has over 132 beds in well-furnished single and twin-sharing rooms across 7 floors, each with an attached bathroom, TV, safety box, and mini fridge.

Below Ruemz is Syopz Mall, featuring a variety of food and beverage outlets, banking facilities, a clinic, a stationery shop, and more. Parking is also available beneath the building.

- Single Room (single bed)
- Twin Sharing Room (single bed)
- Attached Bathroom
- Rental inclusive of WiFi
- Room size: 122 - 320 sqft
- Bed size: 3 x 6.3 ft - 5 x 6.3 ft
- All non-cooking units



## RUEMZ ROOM RATES

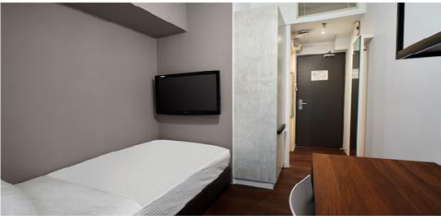
Apartment Type	Room Type	Room Size (sqft)	Bed Size ft x ft	Monthly Rental (RM)	Deposit (RM)	6 Months Advance Rental (RM)	Total First Payment (RM)
 Non-Cooking Unit	En-suite Twin	244	3 x 6.3	1,400	3,000	8,400	11,400
	Superior En-suite Twin	347	3½ x 6.3	1,500	3,000	9,000	12,000
	Deluxe En-suite Twin	320	3 x 6.3	1,600	3,000	9,600	12,600
	En-suite Single	122	3½ x 6.3	2,200	3,000	13,200	16,200
	Superior En-suite Single	173	5 x 6.3	2,600	3,000	15,600	18,600

\* Pricing as of 2024, subject to change without prior notice.

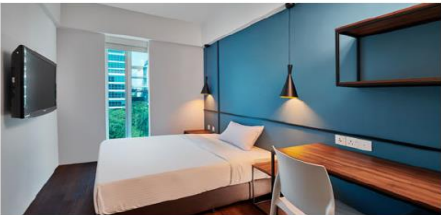
### Terms & Conditions:

1. Rates are PER-PAX basis.
2. Residents are required to bring their own towels, toilet linens, toiletries, cooking utensils and cutlery. Complimentary bedding sets will be provided (pillow, pillowcase, duvet, duvet cover, bed sheet and mattress protector).
3. Cooking is NOT ALLOWED in all rooms except for cooking units only.
4. Applicants may submit the application form and await official written notification from Taylor's Hostel Management regarding room availability, as submission does not guarantee confirmation of the desired room type at the selected location. Upon receiving a room offer, applicants must decide whether to accept; if they accept, they are required to pay a RM500 non-refundable application fee and a RM3,000 deposit to secure the room. Once payment is made, the RM500 application fee is non-refundable in the event of cancellation.
5. Applicants must pay six (6) months advance rental prior to check-in. Thereafter, rental must be paid every six (6) months in advance.
6. All applicants are required to sign an initial tenancy agreement for one year (12 months).
7. All residents are expected to help maintain the general cleanliness of their respective apartments and all common areas.

### EN-SUITE SINGLE



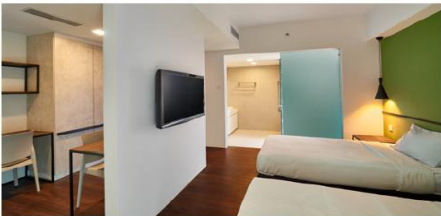
### SUPERIOR EN-SUITE SINGLE



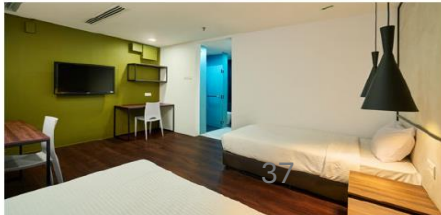
### EN-SUITE TWIN



### SUPERIOR EN-SUITE TWIN



### DELUXE EN-SUITE TWIN

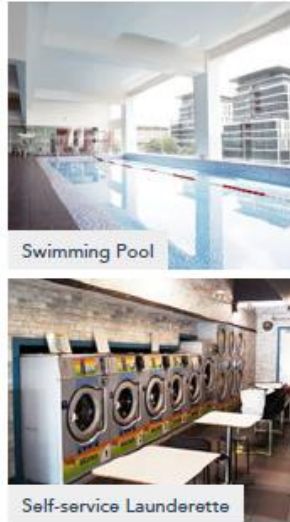
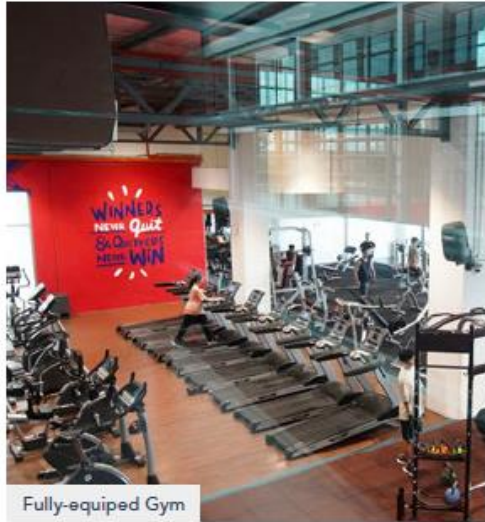




# TAYLOR'S RESIDENCE ON-CAMPUS ACCOMMODATION

## On-Campus Facilities & Amenities

- Gym • Swimming Pool • U Residence & Ruemz Common Kitchen
- U Residence & Ruemz Outdoor Dining Area • Self-service Launderette



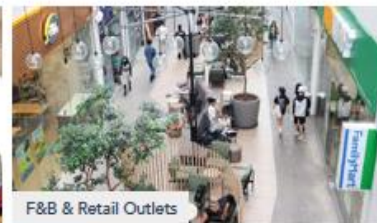
## On-Campus Social & Learning Spaces

- U Lounge • U Garden • Discussion & Study Room • 24/7 Reception & Study Lounge

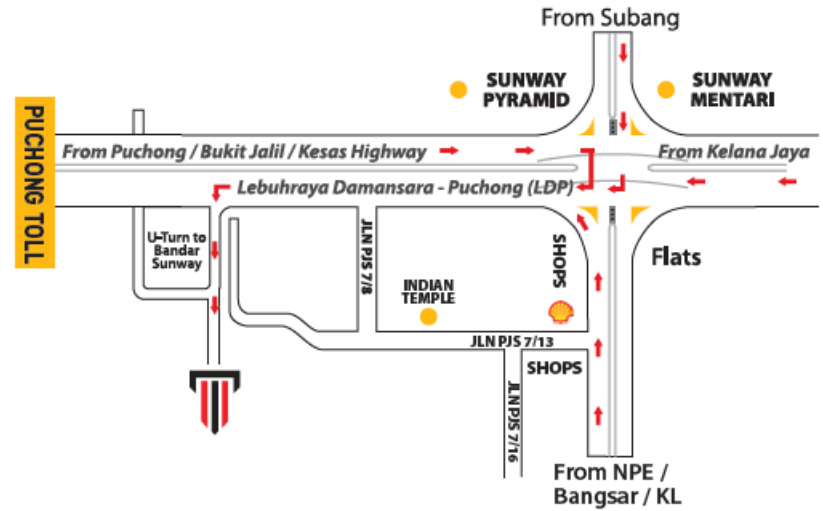


## On-Campus Security & Services

- 24-hr Security • In-house Maintenance • F&B & Retail Outlets



## Backed By Superb Accessibility



Taylor's Lakeside Campus is minutes away from the bustling townships of Bandar Sunway, Puchong, Subang Jaya and Petaling Jaya. Occupying such an enviable address makes Taylor's not only the best place for seekers of knowledge, but also the provider of a wholesome lifestyle for students.

Available public transportation allows students staying on-campus to explore their new surroundings:





- (1) Students may hail a taxi or Grab.
- (2) Students may board the Taylor's shuttle bus, then disembark at the SS15 LRT station to board the Kelana Jaya line.
- (3) Students may take the Taylor's shuttle bus, disembark at the bus stop opposite Aeon BiG, take the overhead pedestrian bridge to cross the main road to the other side, walk to the back of Aeon BiG then walk a short distance further towards the Subang Jaya KTM station.



# TAYLOR'S RESIDENCE OFF-CAMPUS ACCOMMODATION

## WATERFRONT RESIDENCE



 3.3km
  12 mins
  20 mins
  30 mins

Taylor's Residence offers top-quality student accommodation and has partnered with Sunway House to expand housing options. Located 3.3 km from Taylor's University Lakeside Campus, Waterfront Residence is an off-campus extension providing a shuttle bus service. It offers a safe, comfortable living environment with communal spaces for study and relaxation.

### Shuttle Bus Schedule

- Shuttle bus services are NOT AVAILABLE on Public Holidays & Replacement Public Holidays.
- Bus Fare - RM 1.50 per trip (Cashless payment by Touch 'n Go card only min credit RM5.00)
- You may purchase the Touch 'n Go card from the driver at RM30 (with RM10 credit) if you don't have it.
- Touch 'n Go reload service is not provided by the shuttle bus operator.
- Students are advised to be at the bus stop at least 10 minutes before the departure time.



Scan Here To View  
Detailed Schedule

## ROOM RATES

### SEMI-PRIVATE STANDARD UNITS

- Single Room (single bed)
- Twin Sharing Room (single bed)
- Fully furnished with Fridge
- Rental inclusive of WiFi
- Room size: 100 - 130 sqft
- Bed size: 3 x 6.3 ft
- Cooking & Non-cooking units



Couch



Fan



Dining Table



Microwave



Hob & Hood  
(Cooking Units Only)



Water  
Dispenser





Shared Pantry  
Storage



Shared Shoes  
Storage



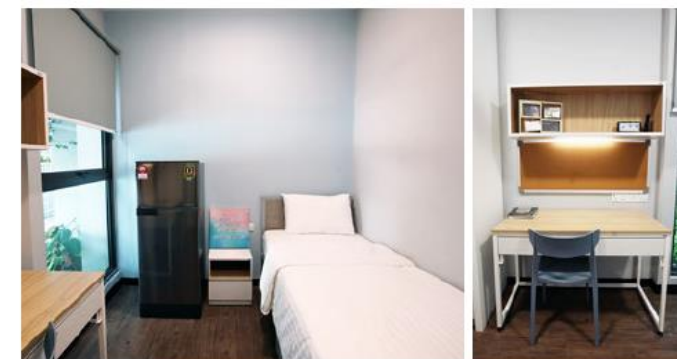
Shared  
Bathroom

Apartment Type	Room Type	Room Size (sqft)	Bed Size ft x ft	Monthly Rental (RM)	Deposit (RM)	6 Months Advance Rental (RM)	Total First Payment (RM)
 Non-Cooking Unit	Single	100	3 x 6.3	1,500	3,000	9,000	12,500
	Twin Sharing	130	3 x 6.3	1,000	3,000	6,000	9,500
 Cooking Unit	Single	100	3 x 6.3	1,650	3,000	9,900	13,400
	Twin Sharing	130	3 x 6.3	1,110	3,000	6,660	10,160

### Terms & Conditions:

1. Rates are PER-PAX basis.
2. Residents are required to bring their own towels, toilet linens, and toiletries, cooking utensils and cutlery.
3. COMPLIMENTARY bedding essentials, including pillows, pillow covers, bed sheets, a duvet, and a duvet cover will be provided.
4. Cooking is NOT ALLOWED in all rooms except for cooking units only.
5. Applicants must pay a refundable deposit of RM3,000 and a non-refundable Application Fee of RM500. This does not guarantee a booking unless informed in writing.
6. Applicants must pay six (6) months advance rental prior to check-in. Thereafter, rental must be paid every six (6) months in advance.
7. All applicants are required to sign an initial tenancy agreement for one year (12 months).
8. All residents are expected to help maintain the general cleanliness of their respective apartments and all common areas.

## SINGLE ROOM



## TWIN SHARING



## Contact Us

Taylor's Hostel Management Sdn Bhd 199301012302 (267040-A)  
Level 1, The Boardwalk, No.2, Jalan Taylor's,  
47500 Subang Jaya, Selangor, Malaysia.

☎ +603 5631 3400

🌐 [taylorshostel.taylors.edu.my](http://taylorshostel.taylors.edu.my)

✉ [taylorshostel@taylors.edu.my](mailto:taylorshostel@taylors.edu.my)

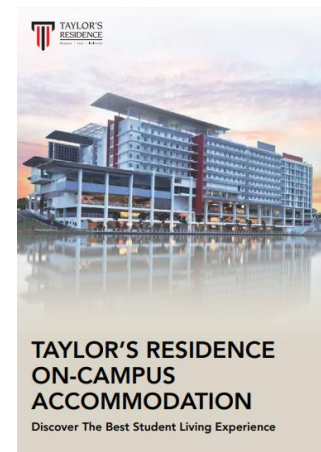
📘 [facebook.com/taylorsresidence](https://facebook.com/taylorsresidence)

📷 @taylors.residence

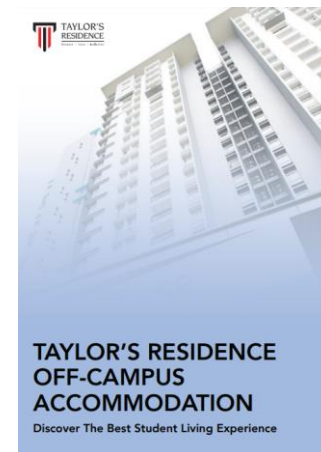
LEARN MORE



## E-Brochure



**ON-CAMPUS**



**OFF-CAMPUS**

A person in a dark suit and light blue shirt is shown from the chest up. Overlaid on the image is a complex digital graphic. It features a network of white dots connected by thin white lines, forming a hexagonal grid pattern. Various white icons are scattered throughout this grid, including a gear, a group of three people, a document with a checkmark, a lightbulb, a dollar sign, a magnifying glass, a cloud, a globe, a mail icon with a '1' in a circle, and a bar chart. A large, semi-transparent blue padlock icon is centered over the person's chest. To the right of the padlock, the words 'DATA PROTECTION' are written in a large, white, sans-serif font.

# DATA PROTECTION

## **APPENDICES**

### **B. 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.