



# OFFER GUIDE

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Office of Admissions



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Co. Reg. No. 198601000495 (149634-D)  
Taylor's Malaysia Sdn Bhd  
Co. Reg. No. 200501005899 (682946-T)

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# 01. Acceptance of Offer

In this Section, it explains 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?





## **A. How to accept the 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.

**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:
- c. student must meet the given condition(s) upon the intake commencement.
- d. student must meet the given condition(s) within a stipulated period by intake commencement.



# 02 Enrolment & Admissions

## Related Information

In this Section, it explains the following:

- A. Policy, Terms and Conditions 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



## **A. Policy, Terms and Conditions related to enrolment and admissions as well as fees.**

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

### **Enrollment**

1. Offer will only be made when application documents are complete and sighted original by Taylor's OR certified true copy by a recognised 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 to amend the fee schedule without 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 students enroll in.
3. Students 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 have 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.

8. Fees paid are not refundable except in the circumstances 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.
9. In the event that a student is 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 refunds of deposits.
  14. Refunds of excess payments resulting from fee adjustments or other valid circumstances will be granted without administrative charges. Refunds of excess payments arising from overpaid collections will incur an administrative fee of RM200.

15. 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 transferable to the new programme is subject to the following:

- a) The Enrolment Fee, International Student Enrolment Fee and International Student Charge will be retained in 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 transferable 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.



16. Students who have completed a programme and progress 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.
17. 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 with the standard fee payment terms and conditions.

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

### **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)**

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

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

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)**

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)**

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)**

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**

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**

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.

### **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.

### **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 the following:

- A. Electronic Visa Approval Letter (eVAL)
- B. Single Entry Visa (SEV) / eVISA
- C. Visa With Reference (VDR) or Visa on Arrival (VOA)
- D. Relevant Visa-Application FAQs for Existing International Students Who Plan to Change Programme



## 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 your intake.
- You may check your eVAL application status after you have downloaded the EMGS Hub Mobile App and fill out your personal details: <https://myapp.emgs.com.my/>
- Upon the approval of your eVAL from EMGS, you and/or your recruitment agent ('agent') will receive an email (containing your eVAL) from Taylor's International Office. Along with your eVAL, you will also receive a Pre-&-Post Arrival Information Pack, to prepare you for entry into Malaysia.
- Your eVAL is usually valid for six (6) months from the date of issuance and hence you must arrive in Malaysia one month ahead of your intended intake and, before your eVAL expires.

## B. Single Entry Visa (SEV)\* / eVISA\*

- If you are from a country requiring a Single Entry Visa (SEV) before entering Malaysia, you will need to take your eVAL, your passport and other required documents to the Malaysian Embassy/Consulate as indicated on the eVAL to obtain a SEV. Please check if you are from an SEV-required country:  
  
[https://visa.educationmalaysia.gov.my/media/docs/List\\_of\\_Malaysian\\_Missions\\_to\\_Obtain\\_Single\\_Entry\\_Visa\\_From.pdf](https://visa.educationmalaysia.gov.my/media/docs/List_of_Malaysian_Missions_to_Obtain_Single_Entry_Visa_From.pdf)
- If you are required to come to Malaysia with an eVISA, please apply the said eVISA once you are approved an eVAL at <https://malaysiavisa.imi.gov.my/evisa/>.
- \*Validity – 6 months from date of issuance.

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

- If you are from a country requiring an entry visa, you may be subjected to applying for VDR or VOA. Please refer to: <https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/>

**STUDENTS FROM THE FOLLOWING VISA REQUIRED NATIONALS MUST OBTAIN  
VISA WITH REFERENCE (VDR) FROM MALAYSIA REPRESENTATIVE OFFICE  
OVERSEAS BEFORE ENTERING MALAYSIA**

**STUDENTS MUST ALSO PROVIDE VISA APPROVAL LETTER (VAL)  
AT THE POINT OF ENTRY**



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

## D. Relevant Visa-Application FAQs for Existing International Students Who Plan to Change Programme

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 your LOO, you may use your existing Student Pass to continue your studies.
	If you are progressing to a new main programme than the one stated in your LOO, you are required to apply for a new Student Pass for the new programme.
	If you are transferring from one programme to another programme, 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 if you change your programme. Your existing Student Pass must be cancelled in order for you to apply for a new Student Pass.
Q3	How do I get my existing Student Pass cancelled?
A	<p>Submit the following documents to IO Consultancy Counter (IOCC) next to Campus Central (Block A Level 2) for processing.</p> <ul style="list-style-type: none"> <li>✓ Original passport + 2x photocopy of passport biodata page + 2x photocopy visa page</li> <li>✓ 1x photocopy of confirmed flight ticket (in English version) back to home country and receipt of the flight ticket.</li> <li>✓ 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.</li> </ul> <p>IMPORTANT NOTE: You may proceed for cancellation process <u>AFTER</u> you've gotten approval to change programme (including progression to a new programme <u>OR</u> transfer from one programme to another programme).</p>



Q4	When should I submit the above documents (in Q3) to IO Consultancy Counter (IOCC) for cancellation?
A	4 weeks prior to your flight ticket (departure) date. However, if your existing Student Pass only has a validity of 2 months at the point of registration of a new programme, 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 your student pass has a validity of at least 2 months and you have evidence of your immediate family residing in Malaysia by holding other valid visas or passes. IMPORTANT NOTE: Refer to Q6 and Q7 below <u>ONLY</u> 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 have your existing Student Pass cancelled, and IO will assist you to apply for a Special Pass (SP) to allow you to legally remain in Malaysia. Please check with IOCC for the SP application procedure, and the relevant fees. IMPORTANT NOTE: SP Fee is charged at RM20. Approval for Special Pass (SP) is strictly at the discretion of the 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 <u>before</u> the closing of the intake date, you will have to defer to the next available intake.
Q4	When should I submit the above documents (in Q3) to IO Consultancy Counter (IOCC) for cancellation?
A	4 weeks prior to your flight ticket (departure) date. However, if your existing Student Pass only has a validity of 2 months at the point of registration of a new programme, 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 your student pass has a validity of at least 2 months and you have evidence of your immediate family residing in Malaysia by holding other valid visas or passes. IMPORTANT NOTE: Refer to Q6 and Q7 below <u>ONLY</u> 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.
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A	4 weeks prior to your flight ticket (departure) date. However, if your existing Student Pass only has a validity of 2 months at the point of registration of a new programme, please inform IOCC immediately and seek advice.
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A	Yes, if your student pass has a validity of at least 2 months and you have evidence of your immediate family residing in Malaysia by holding other valid visas or passes. IMPORTANT NOTE: Refer to Q6 and Q7 below <u>ONLY</u> 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.

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A	<p>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 <u>before</u> the closing of the intake date, you will have to defer to the next available intake.</p>
Q4	When should I submit the above documents (in Q3) to IO Consultancy Counter (IOCC) for cancellation?
A	<p>4 weeks prior to your flight ticket (departure) date. However, if your existing Student Pass only has a validity of 2 months at the point of registration of a new programme, please inform IOCC immediately and seek advice.</p>
Q5	Can I remain in Malaysia while waiting for my new Student Pass / Visa to be approved?
A	<p>Yes, if your student pass has a validity of at least 2 months and you have evidence of your immediate family residing in Malaysia by holding other valid visas or passes.</p> <p>IMPORTANT NOTE: Refer to Q6 and Q7 below <u>ONLY</u> 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.</p>
Q6	What is the Student Pass application procedure if I'm to remain in Malaysia during this process?
A	<p>You must have your existing Student Pass cancelled, and IO will assist you to apply for a Special Pass (SP) to allow you to legally remain in Malaysia. Please check with IOCC for the SP application procedure, and the relevant fees.</p> <p>IMPORTANT NOTE: SP Fee is charged at RM20. Approval for Special Pass (SP) is strictly at the discretion of the Immigration of Malaysia.</p>

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 <u>before</u> the closing of the intake date, you will have to defer to the next available intake.
Q4	When should I submit the above documents (in Q3) to IO Consultancy Counter (IOCC) for cancellation?
A	4 weeks prior to your flight ticket (departure) date. However, if your existing Student Pass only has a validity of 2 months at the point of registration of a new programme, 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 your student pass has a validity of at least 2 months and you have evidence of your immediate family residing in Malaysia by holding other valid visas or passes. IMPORTANT NOTE: Refer to Q6 and Q7 below <u>ONLY</u> 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.
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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 <u>before</u> the closing of the intake date, you will have to defer to the next available intake.

# 04 Appendices

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

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





## 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. Further recognition came through the APSAA Award for Excellence in Student Experience, among leading institutions including the University of Sydney, UNSW, and Scape.

At the heart of our approach is the R!SE Residential Living Program, designed to enhance residents' overall well-being through four key pillars – Emotional, Physical, Social, and Intellectual Well-being ensuring a holistic and enriching living experience that supports both personal and academic growth.

- **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 **1,128** total beds, 1002 beds on-campus & 126 beds off-campus





## Student's Guide to Choose the Right Accommodation



**Close to university and college**



**High security and safety features**



**Provides student welfare support**



**Learning skills support available**



**Opportunity to gain life and leadership skills**



**Purpose-built Student Accommodation  
with conducive facilities**

## 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: R!SE Residential Living Program

Taylor's Residence R!SE Program – an award-winning residential living program curated to build a community that is Relevant to residents' needs, Inclusive of diverse backgrounds, Supportive of personal and academic growth, and focused on encouraging active Engagement and meaningful connections. Through R!SE, residents experience a holistic journey designed to:

- Build a strong sense of belonging
- Promote personal development
- Creates a vibrant, inclusive community
- Ensures every resident feels valued and empowered
- Structured around a holistic journey

## Supports students across four key psychosocial pillars:



### EMOTIONAL WELLBEING

Positive mental & emotional health is vital for academic and personal growth. We focus on providing preventive care and a supportive system to help residents manage stress and build emotional resilience.

- Preventive Care - Initiatives to promote mental health awareness & resilience
- P.E.E.R.S Support System - A strong support system drives a strong sense of belonging and balanced mental health.



### PHYSICAL WELLBEING

Positive physical well-being helps residents adapt and excel in new settings. We are dedicated to creating a welcoming environment that feels like home.

- Personalised Support & Safety
- Purpose-built Spaces
- Physical Wellness
- Purposeful Living



### SOCIAL WELLBEING

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

- Social Connection
- Sense of Belongings
- Sociocultural Appreciation



### INTELLECTUAL WELLBEING

We support residents in expanding their knowledge, developing critical thinking, strengthening essential study skills, and encouraging learning beyond the classroom for academic and future success.

- Learning Skills
- Life Skills
- Leadership Skills
- Literacy Skills

## 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 768 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



Wall Fan



Dining Table



Shared Fridge



Microwave



Shared Storage



Shared Bathroom

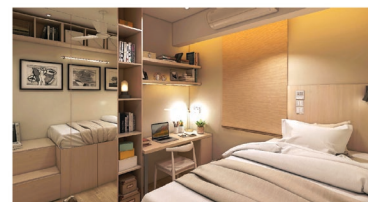
## U RESIDENCE ROOM RATES

	Room Types	Room Size (sqft)	Bed Size ft x ft	Monthly Rental (RM)	Deposit (RM)	Application Fee (Non-refundable) (RM)	6 Months Advance Rental (RM)	Stamp Duty (RM)	Total First Payment (RM & USD)
Non-Kitchenette	En-suite Single	122	3½ x 6.3	2,750	3,000	500	16,500	142	RM 20,142 USD 5,036
	En-suite Premium Single	185	5 x 6.3	3,200	3,000	500	19,200	164	RM 22,864 USD 5,716
Apartment - With Kitchenette	Superior Single <i>*limited to Female only</i>	164	3½ x 6.3	3,200	3,000	500	19,200	164	RM 22,864 USD 5,716
	Standard Single	82	3½ x 6.3	2,200	3,000	500	13,200	116	RM 16,816 USD 4,204
	Standard Twin	151	3½ x 6.3	1,700	3,000	500	10,200	92	RM 13,792 USD 3,448

### Terms & Conditions:

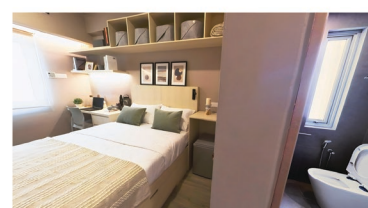
1. Rates are PER-PAX basis.
2. Complimentary bedding sets will be provided (pillow, pillowcase, duvet, duvet cover, bed sheet and mattress protector). Residents are required to bring their own towels, toilet linens, toiletries, cooking utensils and cutlery. OR you may purchase Move-in Kits (scan the QR at the back of the brochure for more info).
3. Cooking is NOT ALLOWED in all rooms except for units with kitchenette 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. In accordance with the Malaysian Stamp Act 1949, the stamp duty for the tenancy agreement shall be borne by the tenant and will be collected together with the rental payment.
8. All residents are expected to help maintain the general cleanliness of their respective apartments and all common areas.

### EN-SUITE SINGLE



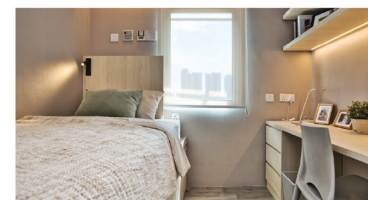
Artist impression for illustration purpose only. The actual design may differ.

### EN-SUITE PREMIUM SINGLE



Room is fully furnished as shown, but decorations and styling are for illustration purposes only.

### STANDARD SINGLE



Room is fully furnished as shown, but decorations and styling are for illustration purposes only.

### STANDARD TWIN



Room is fully furnished as shown, but decorations and styling are for illustration purposes only.

### SUPERIOR SINGLE



Room is fully furnished as shown, but decorations and styling are for illustration purposes only.



## 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



Wall Fan



Air-  
Conditioner



Wardrobe



Work Station



Mini Fridge



Attached  
Bathroom



Television



Safety Box

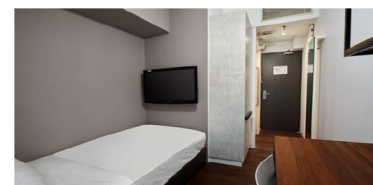
## RUEMZ ROOM RATES

	Room Types	Room Size (sqft)	Bed Size ft x ft	Monthly Rental (RM)	Deposit (RM)	Application Fee (Non-refundable) (RM)	6 Months Advance Rental (RM)	Stamp Duty (RM)	Total First Payment (RM & USD)
Non-Kitchenette	En-suite Twin	244	3½ x 6.3	1,750	3,000	500	16,500	94	RM 14,094 USD 3,524
	Deluxe En-suite Twin	320	3½ x 6.3	1,900	3,000	500	19,200	102	RM 15,002 USD 3,751
	En-suite Single	122	3½ x 6.3	2,850	3,000	500	19,200	147	RM 20,747 USD 5,187
	Superior En-suite Single	173	5 x 6.3	3,400	3,000	500	19,200	174	RM 24,074 USD 6,019

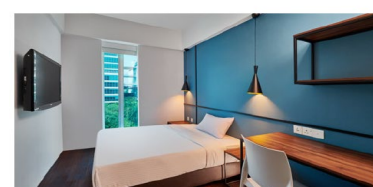
### Terms & Conditions:

1. Rates are PER-PAX basis.
2. Complimentary bedding sets will be provided (pillow, pillowcase, duvet, duvet cover, bed sheet and mattress protector). Residents are required to bring their own towels, toilet linens, toiletries, cooking utensils and cutlery. OR you may purchase Move-in Kits (scan the QR at the back of the brochure for more info).
3. Cooking is NOT ALLOWED in all rooms except for units with kitchenette 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. In accordance with the Malaysian Stamp Act 1949, the stamp duty for the tenancy agreement shall be borne by the tenant and will be collected together with the rental payment.
8. All residents are expected to help maintain the general cleanliness of their respective apartments and all common areas.

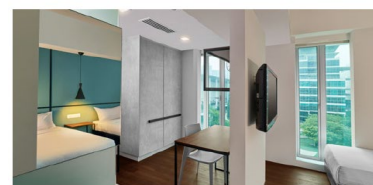
### EN-SUITE SINGLE



### SUPERIOR EN-SUITE SINGLE



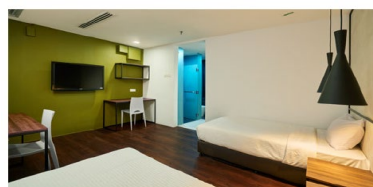
### EN-SUITE TWIN



### SUPERIOR EN-SUITE TWIN



### DELUXE EN-SUITE TWIN

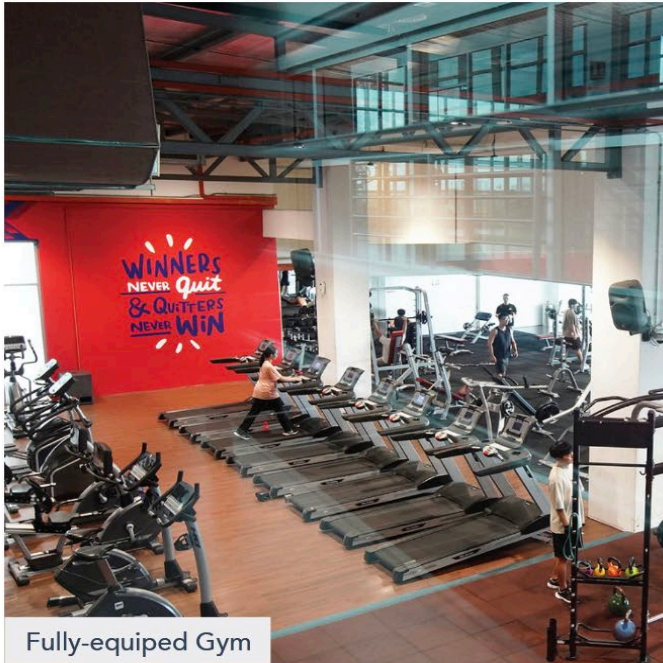




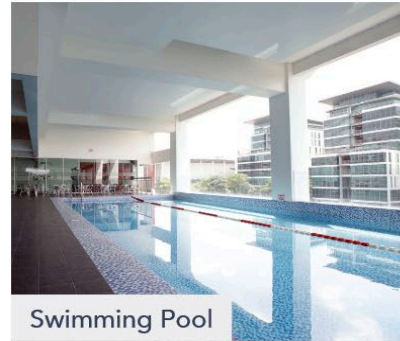
# TAYLOR'S RESIDENCE ON-CAMPUS ACCOMMODATION

## On-Campus Facilities & Amenities

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



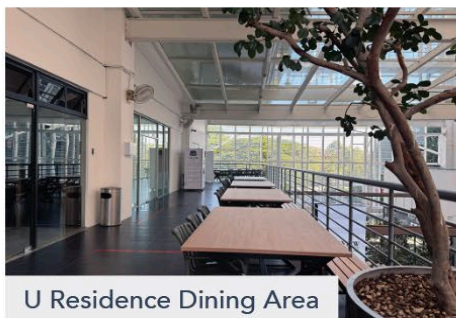
Fully-equipped Gym



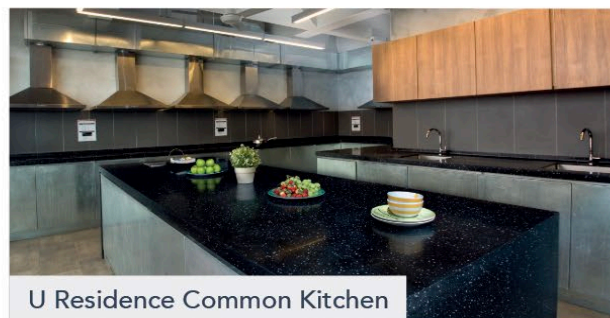
Swimming Pool



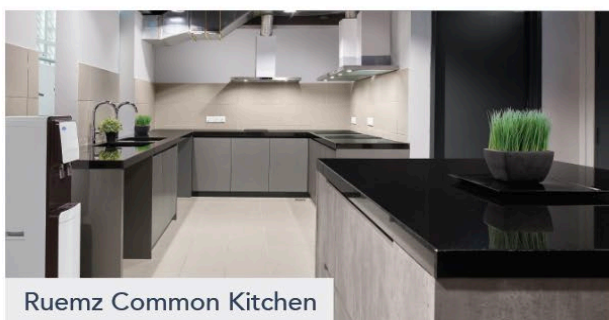
Self-service Launderette



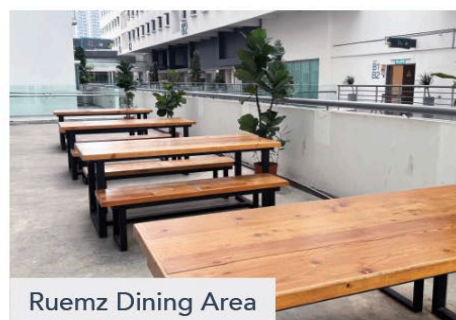
U Residence Dining Area



U Residence Common Kitchen



Ruemz Common Kitchen



Ruemz Dining Area

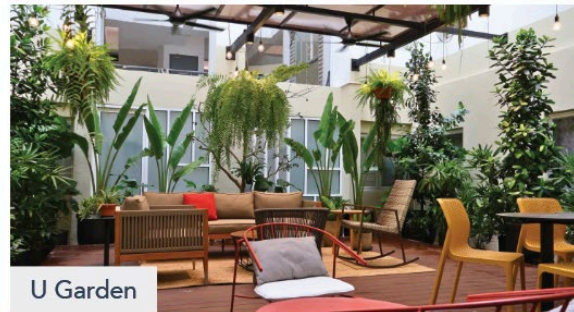


## On-Campus Social & Learning Spaces

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



U Lounge



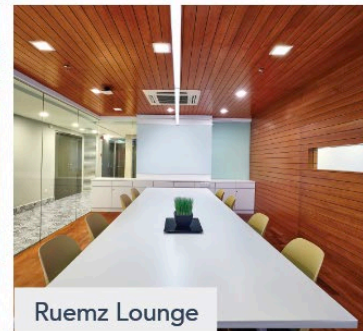
U Garden



Discussion & Study Room



24/7 Reception & Study Lounge



Ruemz Lounge

## On-Campus Security & Services

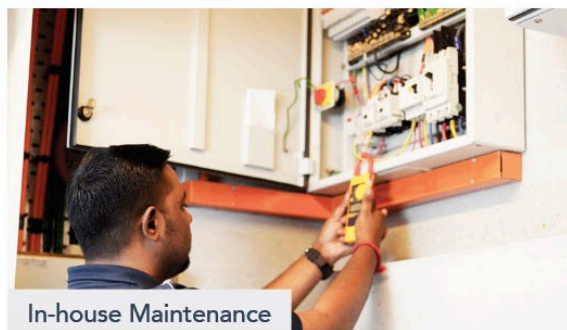
- 24-hr Security
- In-house Maintenance
- F&B & Retail Outlets



24-hr Security



F&B & Retail Outlets

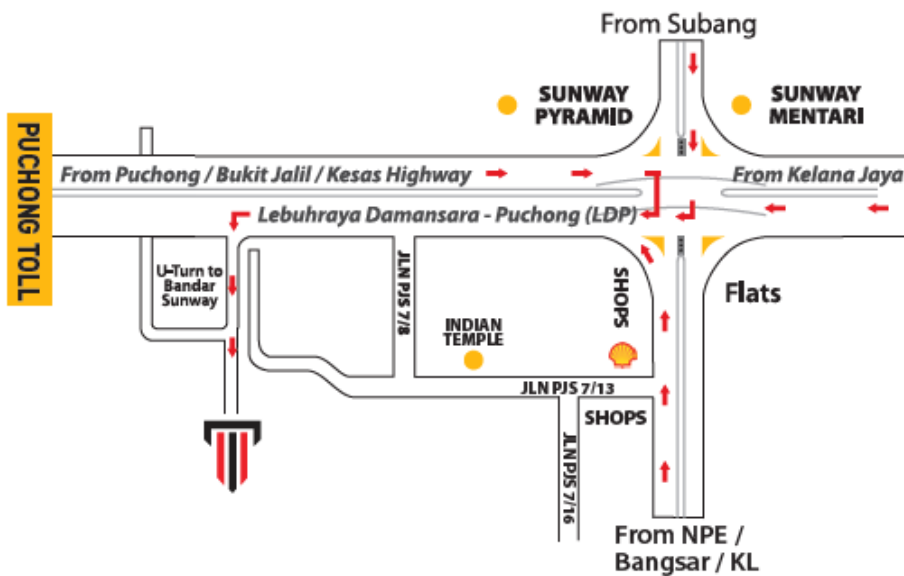


In-house Maintenance



Shuttle Bus

## 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



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

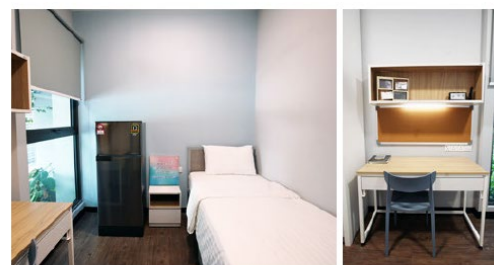


Shared Shoes  
Storage



Shared  
Bathroom

### SINGLE ROOM



Apartment Type	Room Type	Room Size (sqft)	Bed Size ft x ft	Monthly Rental (RM)	Deposit (RM)	6 Months Advance Rental (RM)	Stamp Duty (RM)	Total First Payment (RM)
 Cooking Unit	Single	100	3 x 6.3	1,750	3,000	10,500	94	14,094
	Twin Sharing	130	3 x 6.3	1,250	3,000	7,500	70	11,070

### TWIN SHARING




#### Terms & Conditions:

1. Rates are PER-PAX basis.
2. Complimentary bedding sets will be provided (pillow, pillowcase, duvet, duvet cover, bed sheet and mattress protector). Residents are required to bring their own towels, toilet linens, toiletries, cooking utensils and cutlery. OR you may purchase Move-in Kits (scan the QR at the back of the brochure for more info).
3. 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.
4. Applicants must pay six (6) months advance rental prior to check-in. Thereafter, rental must be paid every six (6) months in advance.
5. All applicants are required to sign an initial tenancy agreement for one year (12 months).
6. In accordance with the Malaysian Stamp Act 1949, the stamp duty for the tenancy agreement shall be borne by the tenant and will be collected together with the rental payment.
7. All residents are expected to help maintain the general cleanliness of their respective apartments and all common areas.

## TAYLOR'S RESIDENCE OFF-CAMPUS ACCOMMODATION [NEW]

### RESORT SUITE, SUNWAY RESORT HOTEL



 3.2 km

 12 mins

 20 mins

 30 mins

Taylor's Residence offers top-quality student accommodation and has partnered with Sunway Resort Hotel to expand housing options. Located 3.2 km from Taylor's University Lakeside Campus, Balcony Studio @Resort Suite is an off-campus extension. It offers a safe, comfortable living environment with private spaces for study and relaxation. Strategically situated in Sunway City, it is within walking distance to Sunway Pyramid Mall, with easy access to supermarkets, F&B outlets, and a variety of retail options, perfect for convenient student living.

**Ideal for  
residents  
seeking  
personal  
& private  
space.**

#### FACILITIES WITHIN UNITS

- King sized bed
- Private balcony
- Bathtub
- 42-inch LED TV with Astro
- Fully-equipped Kitchenette (Built-in electrical hob & hood, Microwave, Refrigerator, Full set crockery & utensils)
- Housekeeping Services (3 times a month)
- Fresh Bed Linen – Once a week
- Towels replaced twice a week
- Unlimited High-speed WiFi (up to 10Mbps)
- Unlimited Electricity Usage
- Complimentary on-site Gym
- 24hr Security & Concierge Service

## BALCONY STUDIO



Room Type	Room Size (sqft)	Bed Size ft x ft	Monthly Rental (RM)	Deposit (RM)	Application Fee (Non-refundable) (RM)	6 Months Advance Rental (RM)	Stamp Duty (RM)	Total First Payment (RM & USD)
Balcony Studio Single	482	6 x 6.7	4,200	4,200	500	21,000	94	RM 25,794 USD 6,449

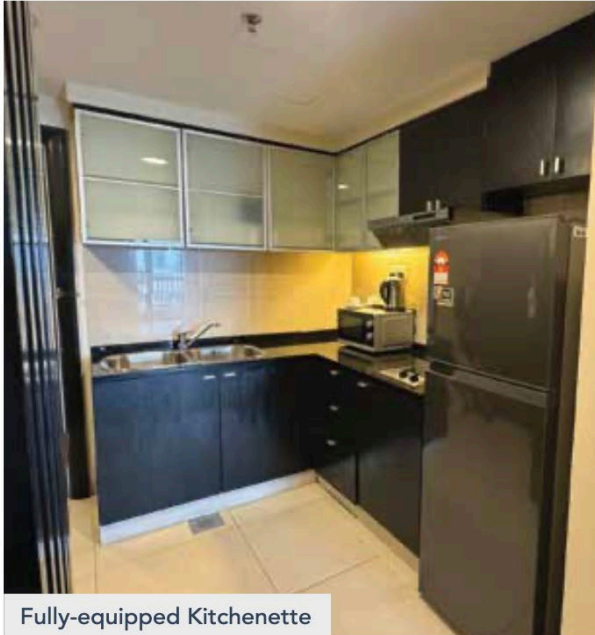
### Terms & Conditions:

1. Rates are PER-PAX basis.
2. Applicants must pay a refundable deposit of RM4,200 and a non-refundable Application Fee of RM500. This does not guarantee a booking unless informed in writing.
3. Applicants must pay five (5) months advance rental prior to check-in. Thereafter, rental must be paid every five (5) months in advance.
4. All applicants are required to sign an initial tenancy agreement for at least five (5) months.
5. In accordance with the Malaysian Stamp Act 1949, the stamp duty for the tenancy agreement shall be borne by the tenant and will be collected together with the rental payment.
6. All residents are expected to help maintain the general cleanliness of their respective apartments and all common areas.

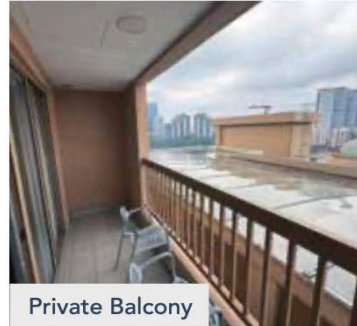


## FACILITIES & AMENITIES

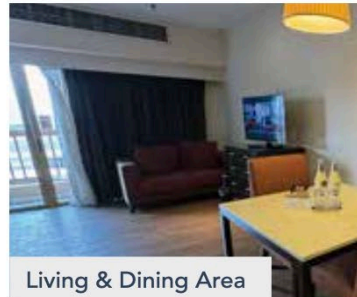
- Fully-equipped Kitchenette • Private Balcony
- Private Living & Dining Area • Gym • Self-service Launderette



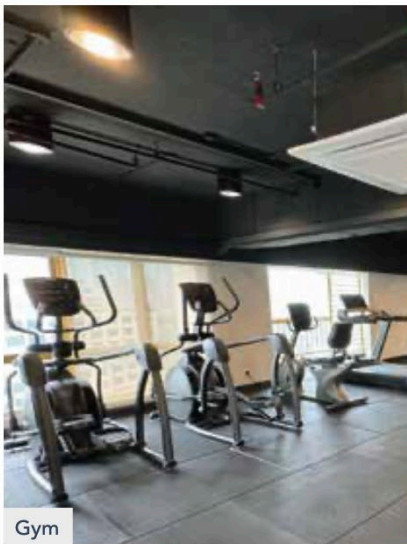
Fully-equipped Kitchenette



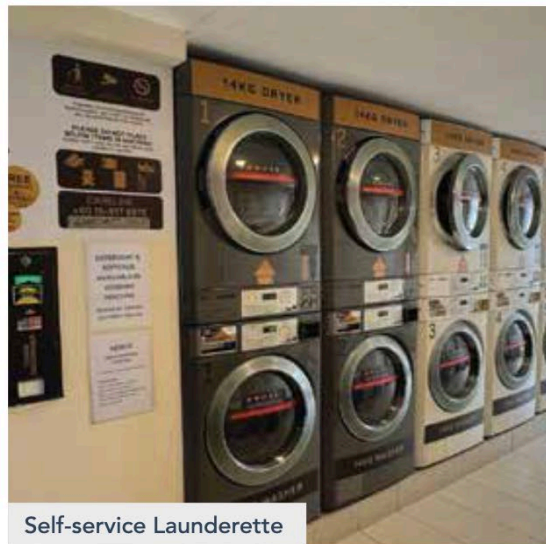
Private Balcony



Living & Dining Area



Gym



Self-service Launderette

## 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)

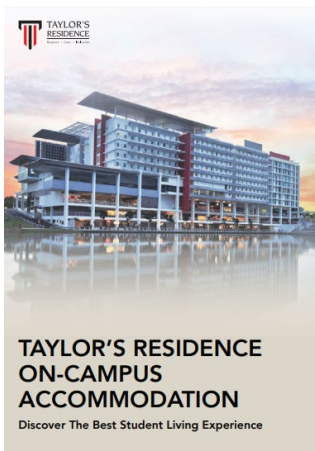
📘 [facebook.com/taylorsresidence](https://facebook.com/taylorsresidence)

📷 @taylors.residence

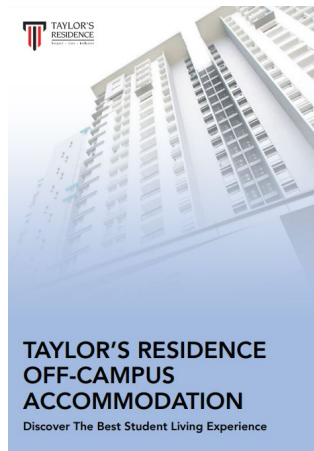
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## E-Brochure



**ON-CAMPUS**



**OFF-CAMPUS**  
**(Waterfront &  
Sunway Balcony Studio)**

## **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.