

ACCEPTANCE OF OFFER, STUDENT PLEDGE AND DECLARATION

- This form **must** be completed, signed and submitted during registration day to Admission and Records Unit.
- Please complete the information below (**Using BLOCK CAPITALS**):

Full Name (as per NRIC / Passport)	:
NRIC / Passport No	:
Programme Name	:
Intake	:

1.0 ACCEPTANCE OF OFFER

I **ACCEPT / REJECT** (please delete as applicable) the conditions of your offer for the admission to Asia Metropolitan University (AMU) for the above programme and intake.

I hereby understand and agree that:

- The refund policy of the University has been provided to me, attached with the Conditional Offer Letter;
- I do not have any criminal record and had never faced or received any court action(s); and
- I am not a bankrupt and not blacklisted by any financial institution(s).

2.0 STUDENT PLEDGE

I hereby undertake and declare that during the period of my study at the University that:

- I shall abide by all existing Laws of Malaysia;
- I shall abide by all rules and regulations of the University and including Student Disciplinary Regulations, which is accessible via the student portal and any other rules and regulations amended and published in the future;
- I shall read, understand and comply with all University guidelines, handbooks and regulations, which is accessible via the student portal related to all aspect of my study both on and off campus.
- I shall protect and not bring disrepute to the good name of the University at all the time through my actions and speech in real life, online and in printed form;
- I shall always safeguard all University properties and facilities from misuse or damage by myself either through action or inaction, failing which I shall undertake to compensate the University for damages or losses sustained;
- I shall not be involved in any undesirable activity that will interfere with the administrative and/or functions of the University; and
- I shall be devoted to my studies and fulfill all educational conditions and responsibilities as required.

3.0 DECLARATION

(Note: Please read the contents carefully and ensure that you understand each paragraph before signing it. This Declaration Form is very important legal document and should not be signed unless all terms contained herein is agreed upon)

- a) I acknowledge that Asia Metropolitan University (AMU) is private University where the pursuit of knowledge and excellence, and development of personality and leadership qualities are of paramount importance;
- b) I undertake to:
 - i) Uphold the ideas, philosophy and objectives of AMU and lead a life of total commitments to the values of humanity, tolerance, honesty, hard work and good relationship with my fellows, colleagues, lectures and AMU staff. I shall also cooperate in the promotion of an atmosphere of peace and orderly behavior in and outside of AMU;
 - ii) Abide by the Constitution, Statutes, Rules and Regulations including the Discipline of Students' Rules and other documents framed by the University's Authorities from time to time;
 - iii) Maintain good behavior in my relationship with other people in the University and not to indulge in the abuse of drugs and other substances, immoral relationships, gambling as well as any vices prejudicial to the good name of AMU;
 - iv) Respect the faith, belief and practices of Muslims and non-Muslims in line with the Laws of Malaysia both on and off-campus; and
 - v) Observe decency and modesty in behavior and dressing pursuant to the image of a respectable professional;
- c) I hereby declare that I accept as binding on me, as long as I am a student, all rules and regulations in force at the time of joining and which might be framed subsequently, I shall submit to the discipline of the AMU as exercised through its lectures and administrative officers;
- d) I accept that AMU shall have the right to reject my application without assigning any reason whatsoever, on the opinion of the appropriate authorities, if my stay in the AMU is not conducive to my colleagues or welfare of others in AMU;
- e) The confirmation given in this Declaration Form is correct to the best of my knowledge and belief, and **in case of any misstatement or concealment of facts, AMU shall have the right to refuse my admission or expel me from AMU.**

4.0 STUDENT FINANCIAL DECLARATION

(Note: Please read the contents carefully and ensure that you understand each paragraph before signing it. This Declaration Form is a very important legal document and should not be signed unless all terms contained herein is agreed upon.)

- a) I undertake to pay all relevant fees within 15-days from the start of each semester, failing which the University reserves the right to bar me from attending classes and sitting for any examinations;
- b) I undertake to pay all fees mentioned before sitting for any end-of-semester examination, should my sponsor fail to settle them within the due dates;
- c) I acknowledge that the University shall have the right to deduct from my scholarship/financial aid given to me to settle all payments mentioned in (b) above;
- d) I acknowledge that the University shall have the right to demand the payments mentioned above from my Guarantor if I leave the University before completion of my course of study; and
- e) I acknowledge that the University has the right to revise the fees without any notification.

5.0 DATA PROTECTION CONSENT FORM

The University recognizes its responsibilities under the Personal Data Protection Act 2010 of Malaysia ("PDPA") in respect of the data that it maintains in computers and relevant filing systems of the applicants for admission. The University holds and processes information about its applicants, students and alumni for various purposes (for example, to help in the running of the admissions process, to record academic progress, to operate the University accounting, accommodation and security systems and to enable correspondence and communications). The University must comply with the data protection principles which are set out in the PDPA.

For example, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. It is the University's policy to seek the consent of candidates for admission to hold and process personal data, including sensitive personal data about them. A refusal to consent to the processing of the information listed below will delay the processing of applications.

Disclosure and Transfers of Personal Information

Your personal data provided to us will be kept confidential. By accepting this section, you hereby consent and authorize the University to provide or disclose your personal data as and when necessary, to the following categories of parties:

- a) Any person to whom we are compelled or required to do so under law;
- b) The Ministry of Higher Education, Malaysian Qualifications Agency, other relevant government departments/agencies and professional bodies;
- c) To any agents, service provider and payment channels for payment purposes;
- d) Companies and/or organizations that assist us in providing value-added services that you have requested;
- e) Companies and/or organizations that assist us in processing and/or otherwise fulfilling transactions that you have requested;
- f) Any business entity within our group;
- g) Sponsors including your parents/guardians (only applicable to student);
- h) Our consultants, auditors, lawyers or other professional advisers;
- i) Your consultants, auditors, lawyers or other professional advisers as have been authorized by you; and
- j) Any person connected to the enforcement or preservation of any our rights under your agreement(s) with us or as are reasonably necessary to enforce our terms and conditions.

Students' Obligations

Students must ensure that any personal data provided to the University are accurate and up-to-date. They must ensure that any changes of address or other personal details are notified to the Admission and Records Department under the Registrar Office.

Right to Access and/or Correct Personal Data

You have the right to:

- a) Check whether we hold your Personal Data and request access to the same;
- b) Correct any Personal Data that is inaccurate, incomplete and outdated;
- c) Withdraw in full or in part your consent subject to any contractual conditions and legal restrictions;
and
- d) Communicate to us your objection to the use of your Personal Data for marketing purposes.

Retention of Data

The University will keep some information for a longer period than others. These will include information held, for example, for reference, alumni activities and archive purposes. Some data on candidates may be held/processed indefinitely in an anonymous form for statistical records and research.

6.0 HEALTH DECLARATION

(Note: Please read the contents carefully and ensure that you understand each paragraph before signing it. This Declaration Form is a very important legal document and should not be signed unless all terms contained herein is agreed upon.)

Have you ever suffered and of the following conditions?

ILLNESS	YES	NO
Psychiatric illness		
Epilepsy		
Migraine		
Hysteria		
Allergic Rhinitis		
Asthma		
Tuberculosis (PTB)		
Hypertension (HPT)		
Diabetes Mellitus (DM)		
Heart Diseases		
Drug used/abuse		
Thyroid Diseases		
Kidney Diseases		
Gastric		
HIV/AIDS		
Cancer		
Venereal Diseases		
Leukemia		
Hepatitis		

Answer the following questions briefly.

Describe any other important health-related information about you:

a) Another illnesses/operation/surgical/allergic/disability/handicap.

b) List all prescriptions and over-the-counter medications you are currently taking.

c) Do you have any immediate health concerns that you think may affect your studies? Please specify.

I hereby certify that the above information is true and complete, and agree that any misrepresentation or deliberate omissions of a material fact on the form may result in my not being permitted to enter a program, or may result in termination. I hereby grant Asia Metropolitan University, permission to share information contained in my health declaration form.

STUDENT DECLARATION

Note: Please tick the boxes accordingly.

I have read and understand that failure to abide by the pledge as stated in **2.0: Student Pledge** may result in my termination from the programme;

I have read, understand and agree with all the terms contained in **3.0: Declaration**;

I have read, understand and agree with all the terms contained in **4.0: Student Financial Declaration** and I have provided a qualified guarantor;

I confirm that I have read the **5.0: Data Protection Consent Form** above and consent to the University holding and processing the categories of personal data about me in the attached schedule for the specified purposes (summarized therein) in respect of my application(s) for admission, as a student, and as alumni, after graduation; and

I will follow strictly the AMU Library and Knowledge Management Centre rules and regulations. If an item is damaged or lost, I agree to pay the fines, processing fees and cost of the item(s).

I certify that the above history is true to the best of my knowledge. I have fully disclosed all medical conditions that may affect my performance as a student of the University as per **6.0: Health Declaration**;

In the event I failed OR decided not to disclose my health history due to confidentiality reasons, the university will not be held responsible for any consequences arising from my decision.

Signature of Student:

Date:

GUARANTOR DECLARATION

I declare that I am qualified and willing to act as guarantor for the student:

Signature of Guarantor:

Date:

Name of Guarantor:

NRIC/Passport No.:

Notes:

* Guarantor should complete the **'Letter of Guarantee and Indemnity'** form and submit to Finance Department at the time of admission.

** Only those with a monthly income of not less than **RM1,000.00** are eligible to become a guarantor.

*** Parent can act as a guarantor.

WITNESS DECLARATION

I hereby confirm that this Acceptance of Offer, Student Pledge and Declaration has been signed in my presence.

Signature of Staff:

Date:

Name of Staff:

Official Stamp:

Note:

* *Authorized witness must be from Admission and Records Unit of AMU or its representative.*