



## SUNWAY EDUCATION GROUP – ELENA COOKE EDUCATION FUND

### 2017 SCHOLARSHIP APPLICATION FORM

#### MINIMUM QUALIFICATIONS BEFORE APPLYING

- Applicant must have obtained at least 3As in the Sijil Pelajaran Malaysia (SPM) and must meet the course requirements of the college / university applied for.
- Applicant must be **below 23 years old** as at 31<sup>st</sup> December 2016.
- Applicant must be a Malaysian citizen.
- Household income must **not be more than RM42,000.00 per annum**.
- Applicant has not yet commenced his/her course in the college/university applied for.

#### INSTRUCTIONS

*(Read the following carefully before filling the form. Incomplete forms will be rejected.)*

1. State clearly in BLOCK LETTERS and complete all the sections.
2. If space is insufficient, please continue on a separate sheet and attach it to the application form.
3. Attach certified true copies in this order:
  - SPM and / or STPM certificates (trial exam results will not be accepted).
  - NRIC.
  - LATEST results obtained in college (where applicable).
  - Final year school leaving certificate and testimonial.
  - Financial statements for parents/guardian/main household income earner as listed in Section G.

All documents submitted will become the property of ECEF and will not be returned to the applicant.

4. Applicant, if short-listed, must attend an interview in the Klang Valley at own expense.
5. No correspondence will be entertained. **Only short-listed applicants will be notified by email.**
6. The amount of the scholarship, if granted, will be at the sole and absolute discretion of the Elena Cooke Education Fund.
7. Send completed application form and all attachments **by Pos Laju (NOT Pos Express) /courier / hand to :**

#### **ELENA COOKE EDUCATION FUND**

c/o Unit 1211, Level 12, Block A,  
Damansara Intan e-Business Park,  
No: 1 Jalan SS 20/27,  
47400 Petaling Jaya, Selangor D.E.

8. The application must be received by **5.00 pm, 29th March 2017**. Late applications will be rejected.

**SECTION A: PERSONAL INFORMATION**

Name (as per NRIC)			Please attach recent colour photo (passport size)
NRIC No.			
Date of Birth		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address			
Tel. No.	(House)	(Mobile)	
Email Address			

**SECTION B: ACADEMIC QUALIFICATIONS**

Results of SPM		Results of STPM		Results of others (Certificate, Diploma, Matriculation) State Qualification:	
School/College:		School/College:		School/College:	
Year :		Year :		Year :	
Subject	Grade	Subject	Grade	Subject	Grade

**SECTION C: COLLEGE/UNIVERSITY & COURSE**

- For applications to Sunway College/University, ECEF scholarships are only open for the courses listed below, at the **Sunway Campus in Selangor only**.

<b>SUNWAY COLLEGE</b>
Certificate in Finance, Accounting & Business
Certified Accounting Technician
Association of Chartered Certified Accountants
<b>SUNWAY UNIVERSITY</b>
BSc (Hons) in Computer Science / Information Technology/ Information Systems (Progression from Dip in I.T.)
BSc (Hons) in Business Management/ Business Studies (Progression from Dip in Bus Admin)
Diploma in Business Administration
Diploma in Hotel Management
Diploma in Events Management
Diploma in Culinary Arts
Diploma in Information Technology
Diploma in Interior Design
Diploma in Graphic & Multimedia

- Your results **MUST** meet the course requirements of the college / university applied for.
- ECEF will not consider applicants who have already commenced their courses.

State your choice : **You MUST fill in this section**. Your application will not be considered if you leave this part blank. (Enclose copy of offer letter, if any.)

Course					
Intake Date		Duration		Total Fees	

If you have a second choice, fill in this part.

Course					
Intake Date		Duration		Total Fees	

**SECTION D : CO-CURRICULAR ACTIVITIES (List top 5 since Form 3)**

Activities in School/College	Year	Position Held

**SECTION E : PRIZES / AWARDS RECEIVED (List top 5 only and enclose relevant certificates)**

Description of Prizes / Awards Received	Placing	Year

**SECTION F : MAJOR HOUSEHOLD EXPENDITURE (per month)**

Your home is a) owned by your parents Yes / No Housing Loan Instalment per month : RM _____ Loan Balance Outstanding : RM _____				
b) owned by a relative Yes / No Who is this relative ? _____				
c) rented Yes / No Rental per month : RM _____				
Household cars: No. of cars _____ Total amount of instalments per month for car loans : RM _____				
<b>Siblings Who Are Currently Studying</b>				
Name	Age	(M/F)	Name of School/College	Source of Support
<b>Family Members With Special Needs</b>				
Name	Age	(M/F)	Special Needs	
<b>Other Expenditure :</b>				

**SECTION G : HOUSEHOLD INCOME**

<b>Father/ Guardian's Name</b>			<b>Mother's Name</b>			
Highest Education level	Age		Highest Education level	Age:		
Occupation:	Income/month (RM):		Occupation:	Income/month (RM):		
Name & Address of Employer/own business			Name & Address of Employer/own business			
<b>Siblings Who Are Working</b>						
Name	Age	Gender (M/F)	Occupation	Name of Company	Income per month (RM)	Monthly contribution to family
<b>Any Other Household Income</b> (Eg. Pension, Rental, Part-time Business)			Amount per month (RM)			Amount per month (RM)
1.				5.		
2.				6.		
3.				7.		
4.				8.		

**Enclose the following financial documents :**

- Parents' or main household earner's
- LATEST Income Tax Statement
  - 3 consecutive months' salary slips
  - Current year EPF Statement
  - Any other proof of income

**If your father / mother are retired,**

- Please state their professions and last positions held prior to retirement in the boxes above. Indicate that they are retired and state the year of retirement. Write their last drawn salary in "Income" box.
- Enclose their latest Income Tax Statements
- Enclose their Income Tax Statements for the last 2 years of their working life.
- Enclose current year EPF Statement.

**SECTION H: APPLICANT’S WORKING EXPERIENCE (If any)**

Place of Work	Job Title & Pay	Year	Duration

**SECTION I: REFEREE (NOT RELATED TO APPLICANT)**

Name of referee			
Position/Title			
Place of Work			
Contact	(Mobile)	(Office)	
	(Email)		

**SECTION J: PERSONAL STATEMENT**

Write an essay in English on a separate sheet of paper (staple it to this application) to tell us in not more than 500 words **“WHY I NEED THIS SCHOLARSHIP”**. You must use your own words. Do not copy from any person or any book, magazine, newspaper, the internet, etc. Any form of plagiarism will automatically disqualify this application.

Your essay **MUST** cover the following areas:

- A brief background of your family.
- If you live in a Children’s Home, please inform us here and give us a supporting letter from the Home.
- How your academic achievements and co-curricular involvement have contributed to your personal development.
- Why you chose to apply for the course(s) stated in Section C.
- Your future goals/dreams that you wish to be realized.
- Any other information that may support your application.

**SECTION K: DECLARATION**

I have read the Personal Data Protection Notice provided by Sunway College/Sunway University pursuant to section 7 of Personal Data Protection Act 2010 ([http://sunway.edu.my/pdpa/notice\\_english](http://sunway.edu.my/pdpa/notice_english)), which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Sunway College/Sunway University may disclose my personal data.

I hereby give consent to Sunway College/Sunway University to process my personal data in accordance with the Personal Data Protection Notice.

I also hereby warrant that I have obtained all necessary consent from the third party where I have provided their personal information as part of my application (such as information relating to my parents).

I consent to any educational institution at which I have previously been a student and/or my current or any past employer, providing Sunway College/Sunway University with information which they hold about me for the purpose of Sunway College/Sunway University verifying my grades and/or qualifications and experience.

I authorise Sunway College/Sunway University to release fee and academic progress information to co-sponsor of this scholarship (if any).

I declare that the information contained in this application form and in the attached documents is true and accurate to the best of my knowledge. I also declare that I am not a member of the immediate family of any Director of BBGS Alumni Berhad or of any member of the Selection Committee of the ELENA COOKE EDUCATION FUND or of any staff of BBGS Alumni Berhad. I acknowledge that the SUNWAY EDUCATION GROUP – ELENA COOKE EDUCATION FUND reserves the right to seek from other relevant parties verification as to the contents of my application. I further acknowledge that the SUNWAY EDUCATION GROUP – ELENA COOKE EDUCATION FUND reserves the right to vary or reverse any decision made on the basis of false, incorrect or incomplete information, including the right to terminate the scholarship, in which event I will be liable to repay the SUNWAY EDUCATION GROUP – ELENA COOKE EDUCATION FUND the total sum of any payments already received.

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<b>Applicant's Signature</b>	<b>Name</b>	<b>Date</b>
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**SECTION L: DECLARATION - PARENT/GUARDIAN**

I have read the Personal Data Protection Notice provided by Sunway College/Sunway University pursuant to section 7 of Personal Data Protection Act 2010 ([http://sunway.edu.my/pdpa/notice\\_english](http://sunway.edu.my/pdpa/notice_english)), which includes purposes for which my/the applicant's personal data is collected/processed and classes of third parties to whom Sunway College/Sunway University will/may disclose my/the applicant's personal data.

I hereby give consent to Sunway College/Sunway University to process my/the applicant's personal data in accordance with the Personal Data Protection Notice. I also confirm that I consent to the applicant applying for the course(s) stated above and I will ensure he/she will attend an interview in the Klang Valley if short-listed.

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<b>Parent/Guardian's Signature</b>	<b>Name</b>	<b>Date</b>
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