



ELENA COOKE EDUCATION FUND

2019 SCHOLARSHIP APPLICATION FORM

MINIMUM QUALIFICATIONS BEFORE APPLYING

- Applicant must have obtained at least 3As in the SPM **or** 2Cs in the STPM **or** at least 6Bs in the UEC examination **and** must meet the course requirements of the college / university applied for.
- Applicant must be **below 23 years old** as at 31st December 2018.
- 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/UEC 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, 3rd April 2019**. Late applications will be rejected.

SECTION A: PERSONAL INFORMATION

SECTION C: COLLEGE/UNIVERSITY & COURSE

- If you select **FIRST CITY UNIVERSITY COLLEGE** (*formerly known as KBU INTERNATIONAL COLLEGE*) or **KDU UNIVERSITY COLLEGE** as your choice for college, ECEF scholarships are only open for the courses listed below.

FIRST CITY UNIVERSITY COLLEGE	KDU UNIVERSITY COLLEGE
Diploma in Business Administration	Diploma in Accountancy
Diploma in Electronic Engineering	Diploma in Business Administration
Diploma in Graphic Design	Diploma in Communication and Media
Diploma in Hospitality & Tourism Management	Diploma in Computer Studies
Diploma in Information Technology	Diploma in Electrical & Electronics Engineering
Diploma in Interior Design	Diploma in Entertainment Arts
Diploma in Mass Communication	Diploma in Entrepreneurial Design
Diploma in Mechatronics	Diploma in Mechanical Engineering

- If you select any other college or university, it must be a **LOCAL** college or university.
- ECEF Scholarships are **NOT** open for A-levels or Foundation level courses.
- 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.)					
College / University					
Course					
Intake Date		Duration		Total Fees	

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

College / University					
Course					
Intake Date		Duration		Total Fees	

SECTION G : HOUSEHOLD INCOME

Father/ Guardian's Name		Mother's Name				
Highest Education level	Age:	Highest Education level	Age:			
Occupation or last position held:	Income per month or last drawn salary (RM):	Occupation or last position held:	Income per month or last drawn salary (RM):			
Year he stopped work :		Year she stopped work :				
Name & Address of Employer/own business		Name & Address of Employer/own business				
<p>If your father/mother is/are no longer working,</p> <p>a. Please state their professions/last positions held (before stopping work) in the boxes above.</p> <p>b. State their last drawn salary in "Income" box.</p> <p>c. Enclose their latest Income Tax Statements OR Income Tax Statements for the last 2 years of their working life.</p> <p>d. Enclose current year EPF Statement.</p>						
Siblings Who Are Working						
Name	Age	Gender (M/F)	Occupation	Name of Company	Income per month (RM)	Monthly contribution to family
Any Other Household Income (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

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

Place of Work	Job Title	Income per month(RM)	Year	Duration

SECTION I: REFEREE (NOT RELATED TO APPLICANT)

The referee must not be related to the applicant ie. not father/mother/uncle/aunt/ cousin, etc.

The referee must be able to discuss the applicant’s conduct/character and academic ability.

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 (please write down in your essay the number of words used) **“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 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 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 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 ELENA COOKE EDUCATION FUND the total sum of any payments already received.

Applicant's Signature

Name

Date

SECTION L: CONSENT - PARENT/GUARDIAN

I 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.

Parent's/Guardian's Signature

Name

Date