

CONDITIONS & PROCEDURES FOR APPLICATION

CONDITIONS FOR APPLICATION

- Only Malaysian citizens are eligible to apply
- This scholarship is intended for graduates of SPM level or higher
- A scholarship holder must take up the scholarship in the semester for which it is offered

PROCEDURE FOR APPLICATION

Applicants must enclose certified copies of the following documents:

- a. SPM and / or STPM transcript(s)
- b. University transcript(s) (if applicable)
- c. NRIC
- d. Testimonials and / or reference letters (optional)
- e. 1 Passport sized photo

Please note that all documents submitted will not be returned to applicant regardless of the outcome of their applications. Incomplete applications will be disqualified.

Only short listed candidates will be notified for an interview. It is important for applicants to give their telephone contact to enable PORTMAN College to call them for an interview if short listed.

INSTRUCTIONS

Please read the following instructions carefully before filling the form.

1. Please type or write clearly. Please use BLOCK LETTERS.
2. Type or write your name in full as it appears in your NRIC and underline your surname.
3. If space is insufficient, please continue in a separate sheet and attach the sheet to the application form.
4. Certified copies of relevant documents must be attached. (Please see Conditions and Procedure for Application attached.)
5. For further enquiries, please call (603) 8941 3733.
6. Submit by: 17 December 2012 (January Intake)
8 April 2013 (May Intake)
7. Completed application forms should be sent to:-

The PORTMAN College Scholarship Committee
PORTMAN College
No 23 Jalan Dagang SB 4/1
Taman Sungai Besi Indah
43300 Seri Kembangan
Selangor Darul Ehsan, Malaysia

SECTION 1 : TYPE OF SCHOLARSHIPS / BURSARIES

Please Tick (✓) The Applicable Category (Only One)

PORTMAN Excellence Scholarships	<input type="checkbox"/>	PORTMAN Secondary School Teacher Recognition Award	<input type="checkbox"/>
Merit Scholarships	<input type="checkbox"/>	PORTMAN Family Loyalty Award	<input type="checkbox"/>
PORTMAN Leadership Award	<input type="checkbox"/>	PORTMAN/ATCEN Education Group Award	<input type="checkbox"/>

SECTION 2 : PROGRAMME APPLIED FOR

Programme:	
Intake:	

SECTION 3 : PERSONAL DETAILS

Full Name:		
NRIC No:		
Date of Birth:	Age:	
Correspondence Address:	Gender:	
Home Address (if different from correspondence address):		
Tel. No:	Email Address:	

SECTION 4 : FAMILY DETAILS**Father (or guardian)****Mother (or guardian)**

Full Name:		Full Name:	
Relationship:		Relationship:	
Nationality:		Nationality:	
Occupation:		Occupation:	
Employer:		Employer:	
Monthly Gross Income:		Monthly Gross Income:	

Details of other family members supported by Parents:

Name:	Age:	Relationship:	Marital Status: (Single /Married)	Occupation: (if in school or employment, name of school or employer)	Monthly Gross Income:

SECTION 5 : ACADEMIC QUALIFICATION HIGHEST QUALIFICATIONS:

Highest Qualifications:	
School / Institution:	
Address:	
Year graduated:	

SECTION 6 : EXTRA CURRICULAR ACTIVITIES

Please complete this section in detail. You may like to attach a separate sheet if required.

Activities / Club & Societies / others:	Position Held:	Month / Year:	Experience Gained:

*Please attach Certified True Copies of Certificates and testimonials for the above activities.

SECTION 7 : ACHIEVEMENTS

Competition / Awards	Name of Competition / Awards	Placing	Year

*Please attach Certified True Copies of Certificates and testimonials for the above activities.

Please tell us more about yourself, based on the following questions. (maximum of 150 words)

1. About yourself / family background
2. Why do you need a scholarship from PORTMAN College?
3. What would you do if you were not offered this scholarship?
4. Explain about the course you have selected and why?

I agree and accept that if I am successful in my application,

- i. PORTMAN College will notify me in writing to formally offer me the scholarship;
- ii. I will be required to enter into a formal contract with PORTMAN College and shall observe the terms and conditions set out therein.
- iii. PORTMAN College will use all information including my personal data strictly for purposes relating to the Scholarship Awards, including the disclosure and transfer thereof to the selection committee and the media where necessary.
- iv. The information including any photo, visual and audio recording may also be used by PORTMAN College or any of its Group Companies for publicising the Scholarship Awards.

I hereby declare that the information given in this Application Form and in the documents (if any) attached hereto in support of my application is true and correct and that I have not suppressed any material fact. I agree and accept that if any information in this Application Form (including, without limitation, my particulars and the answers given in the questionnaire section) and in the attached documents (if any) is found to be false and / or inaccurate, my application shall be rejected; and where the scholarship has already been awarded to me, PORTMAN College shall have the discretion to withdraw the same and I will reimburse PORTMAN College all sums that have been released for my benefit under the Scholarship Award. I undertake to furnish the Bank with additional documents and / or information as and when required by PORTMAN College.

*If you are below the age of 18 years of age, please request for your parent / guardian to sign this form.

Name : NRIC No:

Signature : Date:

Signature of Parent / Guardian:

Name : Address :
Relationship : Contact Number :

Checklist of documents submitted:

- Completed application Form Certified true copy of forecast / actual results Certified true copy of NRIC
 1 copy passport size photo

OFFICE USE ONLY:

Interview Date: _____ Approved Not Approved

Amount Approved: _____

Remarks: _____

Signature Chair Selection Committee

Name:
Designation:

Date:

PORTMAN COLLEGE (KPT(JPS)600-48/B/053)

NO 23, JALAN DAGANG SB 4/1, TAMAN SUNGAI BESI INDAH, 43300 SERI KEMBANGAN, SELANGOR DARUL EHSAN, MALAYSIA.
T: (603) 8941 3733 F: (603) 89453892 E: enquiry@portman.edu.my W: http://www.portman.edu.my

The information provided in this form is correct at the time of printing, and subject to change from time to time.