



SCHOLARSHIP / BURSARY APPLICATION FORM

No. 15, Jalan Sri Semantan 1, Off Jalan Semantan, Bukit Damansara, 50490 Kuala Lumpur, Malaysia.
Tel: 603-2716 2000 Fax: 603-2095 7100 <http://www.help.edu.my>

Student Status	
<input type="checkbox"/> Malaysian	<input type="checkbox"/> Non-Malaysian
<input type="checkbox"/> New Student (Malaysian only)	<input type="checkbox"/> Continuing Student (Malaysian or Non-Malaysian)

Note:

1. Meeting the minimum criteria does not automatically guarantee the applicant a scholarship.
2. If you are currently holding a scholarship, you must disclose the information to HELP University.
3. International students may apply for scholarship in their First Year on a case-by-case basis.
4. Late and incomplete application forms will not be considered.

Please select the applicable category **(one only)**

1. SCHOLARSHIP (Please refer to HELP website: www.help.edu.my for the scholarship criteria)

Code (Refer to [List of Scholarship Codes](#)).

2. BURSARY

Code (Refer to [List of Bursary Codes](#)).

Note: For Sibling Bursary, please provide:

Sibling Name: _____ Sibling Student ID: _____

3. **Others** Please specify: _____

A. PERSONAL PARTICULARS (Please use **BLOCK LETTERS**)

Student Name : _____

Student Number : _____

NRIC / Passport Number : _____

Mobile Number : _____

Programme : _____

Please indicate the major (if any) : _____

Current level of study : Year 1 Year 2 Year 3

Intake : Month _____ Year _____

Have you been awarded any other scholarship? Yes No

If yes, name the scholarship _____ Amount awarded _____

_____ Duration of the scholarship _____

B. ACADEMIC RECORDS (for Scholarship Application only)

i. Please submit CERTIFIED TRUE COPIES of the following:

- **For Pre-University application:** SPM/O Level results or equivalent.
(Actual results must be submitted as soon as they are released).
- **For Degree application:** STPM / A-Levels / Academic Transcript or equivalent.

ii. Scholarship Forms without the required results/transcripts **WILL NOT** be processed and will be automatically disqualified from the selection process.

C. PERSONAL MOTIVATION/OBJECTIVES (for Scholarship Application only)

(Write a short essay on your career aspirations in the box provided below)

D. DECLARATION

I, the undersigned, declare that the particulars given by me in this application form are correct. I have also read and understood the Terms and Conditions of the award as attached. I agree to abide by the Terms and Conditions of the scholarship/financial assistance/bursary. I understand that the award can be withdrawn if any information given in this form is found to be incorrect. I understand and agree that the personal information given herein will be used for verification and other related administrative purpose only.

Applicant's Signature _____ Date _____

Received by Registry _____ Date _____

FOR OFFICE USE ONLY

DEPARTMENT	SCHOLARSHIP COMMITTEE	CEO's APPROVAL
<u>Recommended by HoD</u> Amount recommended <input type="checkbox"/> Scholarship <input type="checkbox"/> Bursary Reason:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected Scholarship Meeting Date: _____ _____ Signature of Registrar/Designate	<input type="checkbox"/> Course fees only <input type="checkbox"/> Admin & Course fees Duration of scholarship coverage: Entire programme <input type="checkbox"/> Foundation only <input type="checkbox"/> Diploma only <input type="checkbox"/> Degree only
	BURSARY AWARD	
_____ Signature Date	_____ Enforced in CRM by: Name: Date :	_____ Signature Date



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ACKNOWLEDGEMENT COPY

COMPLETED BY STUDENT

Student Name :

Student Number :

NRIC/Passport Number :

TO BE ACKNOWLEDGED BY AUTHORISED PERSONNEL ONLY

Signature : _____

Name : _____

Date : _____

TERMS AND CONDITIONS OF SCHOLARSHIP / BURSARY

1. For new students who have not joined HELP University, a minimum payment of **RM 300** of the Student Application Fee is required before the student is eligible to apply for scholarship. Otherwise, the scholarship application is considered null and void.
2. For students who have applied to join HELP University for a chosen programme, he / she is expected to register during the intake date and is required to **pay all administration fees, course fees and external fees (if any) by the last day of payment** pending the decision of the Scholarship Committee. Otherwise, the scholarship application is considered null and void.
3. The scholarship is valid for studies at HELP University only.
4. The scholarship is not applicable for new international students (i.e. non-Malaysians). International students may apply for scholarship only after completing at least one level/year of studies at HELP University.
5. The scholarship is **not** applicable for payment of **re-sit / re-enrolment fees**.
6. For programmes where course fees are charged by the subject (modular programme), the total scholarship amount is divided equally among the total number of subjects and will go towards payment of course fees payable to HELP University Sdn Bhd.
7. For programmes where course fees are charged by the year (linear programme), the total scholarship amount will go towards payment of course fees payable to HELP University Sdn Bhd.
8. HELP University reserves the right to revoke any HELP **scholarship/ Pre-U to Degree/ Diploma to Degree Package Bursaries** due to failure in examinations, unauthorized dropping of courses, withdrawal from programme before completion and / or non-compliance with HELP University Rules and Regulations or other Terms & Conditions of the scholarship. Recipient may be required to repay the **scholarship/ Pre-U to Degree/ Diploma to Degree Package Bursaries** amount used upon revocation.
9. With reference to Clause 8 above, recipients of the HELP **scholarship / Pre-U to Degree/ Diploma to Degree Package Bursaries** who are subsequently found in breach of any of the rules and regulations, academic or otherwise, will have **their scholarship/ Pre-U to Degree/ Diploma to Degree Package Bursaries** revoked and will be required to repay HELP University the said sum of money.
10. All recipients of scholarship are required to contribute 3-5 hours per week of their time to assist the Head of Department or their designate in administration, peer counselling, extra-curricular activities, marketing and promotional activities.
11. The Scholarship Application deadline is 2 weeks after commencement of programmes **OR** 2 weeks after the release of actual results. The Scholarship Committee will meet in mid-May and mid-October each year to shortlist candidates for the awards.
12. All decisions made by HELP University on matters pertaining to the scholarship will be final.
13. Only short-listed applicants will be notified.
14. The qualifications required for the scholarship may vary from year to year. Applicants are to check with the Scholarship Officer on the requirements before applying.
15. Late and incomplete application forms will not be considered for selection.
16. **Students will be entitled to only one of the scholarships or bursaries (whichever is higher).**