

# STUDY AWARD APPLICATION FORM

Level 3, Wisma HELP, Jalan Dungun, Bukit Damansara, 50490 Kuala Lumpur, Malaysia.  
Tel: 603-2716 2000 <http://www.help.edu.my>

**Note:**

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

Please tick the applicable category (**one only**):

**STUDY AWARD** (Please refer to the respective department award criteria)

- Distinction Award** - New student (Malaysians only)
- Merit Award** – Continuing students (Malaysians and International students - after one year of studies)
- CEO's Sports Achiever Award** (For National/ State Sportsmen/Sportswomen)

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

Student No.:

Student Name:

NRIC / Passport No.:

Mobile No.:

Programme:

Current Level of Study:  Year 1  Year 2  Year 3

Intake: \_\_\_\_\_ Year \_\_\_\_\_

**B. PERSONAL MOTIVATION/OBJECTIVES**

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

(150 words)


**A CHECK-LIST FOR YOUR APPLICATION (to be completed by students)**

- 1. I have read the Terms and Conditions.
  
- 2. I have included **CERTIFIED TRUE COPIES** of my:
  - a) SPM/STPM and/or equivalent results
  - b) Most recent HELP transcript (if applicable)].
  - c) Academic Transcript from other institution (if applicable)
  
- 3. I understand that I must submit my **OFFICIAL ACTUAL RESULTS** to the Registry Office as soon as they are released.
  
- 4. I have signed and dated the application form

**C. STUDENT DECLARATION**

I, the undersigned, declare that my particulars in this application form are correct. I have also read and understood the conditions of the award as stated in the application form. I agree to abide by the terms and conditions of the award. I understand that the award can be withdrawn if any information given in this form is found to be incorrect.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 purposes only.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Form Received by Registry: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ACADEMIC DEPARTMENT	REGISTRY	CEO'S APPROVAL
<p>Recommended by HoD</p>     <p>_____</p> <p>Signature</p>	<p>Study Award Committee Meeting</p>     <p>_____</p> <p>Date</p>	<p>Approved by</p>     <p>_____</p> <p>Signature</p>
<p>Amount recommended</p>	<p>Approved/Rejected</p>	<p><input type="checkbox"/> Course fees only</p> <p><input type="checkbox"/> Admin fees &amp; Course Fees</p> <p>Duration of award coverage: Full Course (entire course)</p> <p><input type="checkbox"/> 18 Months A Levels</p> <p><input type="checkbox"/> 2 years Diploma only</p> <p><input type="checkbox"/> 3 years Degree only</p>
<p>Reason for recommendation</p>     <p>_____</p> <p>Date</p>	<p>Signature of the Registrar or Designate</p>     <p>_____</p> <p>Signature</p>	<p>Remarks:</p>     <p>_____</p> <p>Date</p>

# TERMS AND CONDITIONS OF STUDY AWARD

1. Applicants are required to pay all administration fees, course fees and external fees (if any) pending the decision of the Study Award Committee.
2. For new students who have not joined HELP Academy, a minimum payment of RM 300 of the Student Application Fee is required before the student is eligible to apply for the study award. Otherwise, the award application is considered null and void.
3. For students who have applied to join HELP Academy 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 Study Award Committee. Otherwise, the award application is considered null and void.
4. The study award is valid for studies at HELP Academy only.
5. The study award is not applicable for new international students (i.e non Malaysians). International students may apply for the award only after completing at least one level/year of studies at HELP Academy.
6. The award is **not** applicable for payment of **re-sit / re-enrolment fees**.
7. For programmes where course fees are charged by the subject (modular programme), the total amount awarded is divided equally among the total number of subjects and will go towards payment of course fees payable to HELP Academy Sdn. Bhd.
8. For programmes where course fees are charged by the year (linear programme), the total amount awarded will go towards payment of course fees payable to HELP Academy Sdn. Bhd.
9. HELP Academy reserves the right to revoke any award due to failure in examinations, unauthorized dropping of subjects, withdrawal from programme before completion and / or non-compliance with HELP Academy Rules and Regulations / or other Terms & Conditions of the award. Recipient may be required to repay the awarded amount used upon revocation.
10. With reference to Clause 9 above, recipients of the award who are subsequently found in breach of any of the rules and regulations, academic or otherwise, will have their award revoked and will be required to repay HELP Academy the said sum of money.
11. Under HELP Academy Award Terms and Conditions for A Levels Programme, recipients of the Award must enroll for four subjects. Subjects cannot be dropped without the expressed approval of the HoD and may only be considered after one semester of study. Even with approval, there shall be no adjustment of fees based on reduced number of subjects, and no refund is allowed. Should the recipient discontinue his/her studies, the award cannot neither be refundable nor transferable to another programme.
12. All recipients of the study award 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.
13. The Study Award Application deadline is 2 weeks after commencement of programme OR 2 weeks after the release of actual results. The Study Award Committee will meet in mid-May and mid-October each year to shortlist candidates for the awards.
14. All decisions made by HELP Academy on matters pertaining to the study award will be final.
15. Only short-listed applicants will be notified.
16. The qualifications required for the study award may vary from year to year. Applicants are to check with the Registry Office on the requirements before applying.