

**PENDAFTARAN BAGI PELAJAR BAHARU BAGI SESI 5/2025 (COHORT 33) DAN SESI 6/2025 (COHORT 34)
UNTUK PROGRAM : KURSUS PENJAGAAN ASAS UNTUK PEMBANTU KESIHATAN**

KPJ Healthcare College Johor Bahru (KPJC JB) ingin mengucapkan sekalung **TAHNIAH** kepada saudara/i kerana telah terpilih untuk menyambung pengajian di Institusi kami.



Pendaftaran pelajar baharu bagi sesi **Julai (5/2025) dan September (6/2025)** adalah seperti berikut :

Tarikh Pendaftaran	:	7 Julai 2025 (Sesi Pengambilan Julai) 2 September 2025 (Sesi Pengambilan September)
Tempat	:	KPJ Healthcare College Johor Bahru, No 1, Jalan Dato Onn 1, Bandar Dato Onn, 81100 Johor Bahru, Johor.
Masa	:	9.00 am – 11.00 am

PANDUAN PROSES PENDAFTARAN

Langkah 1. Muat turun Admission Guideline & Form

- Muat turun Admission Guideline (Panduan Pendaftaran) di <https://www.kpiu.edu.my/download-forms> (Sila pilih **KPJ HEALTHCARE COLLEGE JOHOR** dan pilih **BASIC CARE Admission Guideline & Form (July Sept 2025)**)
- Sila baca dan lengkapkan borang – borang yang telah di muat turun.

Langkah 2. Surat Akuan Penerimaan (Acceptance Letter)

- Sila buat pengesahan penerimaan tawaran kursus ini dengan mengisi **Surat Akuan Penerimaan (Acceptance Letter)**.
- Pastikan maklumat yang diisi adalah milik pelajar (seperti no telefon dan alamat email).
- Sila hantar Surat Akuan Penerimaan (Acceptance Letter) ke link berikut **7 hari sebelum hari pendaftaran** <https://tinyurl.com/PBCaACCEPTANCE2025>

Langkah 3. Pembayaran yuran melalui JomPay (RM4212-including SST)

- Pembayaran boleh dibuat secara dalam talian daripada mana-mana bank tempatan.

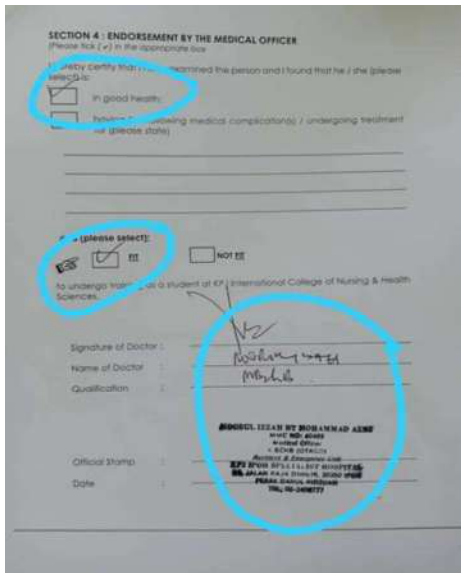
	Billar Code	60277
	Ref-1	Student IC No. (Compulsory)
	Ref-2	Student Contact No/Payment Info (Compulsory) <i>Example: 011-2345678/Application Fee</i>

- Untuk sebarang bantuan berkenaan penggunaan JomPay, boleh hubungi pegawai berikut pada waktu pejabat.

Bahagian Kewangan KPJC Johor Bahru, Puan Nur Nadila Madi 07-3601907

Langkah 4. Pemeriksaan Kesihatan (kos adalah dibawah tanggungan sendiri)

- Pelajar dibenarkan membuat pemeriksaan kesihatan di mana-mana pusat kesihatan berikut:-
(Kos pemeriksaan adalah ditanggung sendiri)
 - Hospital Pakar KPJ; atau
 - Hospital / Klinik Kesihatan Kerajaan; atau
 - Klinik Kesihatan Swasta/Poliklinik Swasta
-  Laporan Kesihatan perlu menggunakan borang yang disediakan dan hendaklah **DICOP** dan **DITANDATANGANI** oleh Pegawai Perubatan Hospital yang bertauliah
 Pastikan semua ujian yang terdapat dalam borang pemeriksaan kesihatan dilakukan. Pihak kolej berhak meminta pelajar untuk membuat ujian ulangan sekiranya tidak menepati syarat yang ditetapkan
- Pastikan 3 maklumat di bawah di isi oleh doktor. Pelajar mesti mempunyai tahap kesihatan yang baik. **Jika didapati tidak sihat pihak KPJC JB berhak menarik semula tawaran ini.**



Langkah 5. Penyerahan Dokumen Pendaftaran.

Sila lengkapkan dokumen dan juga borang-borang berikut untuk dibawa pada hari pendaftaran

- Kad Pengenalan pelajar
- Sijil / Slip Keputusan SPM
- Surat Tawaran
- Surat Akuan Penerimaan (*Acceptance Letter*)
- 2 keping Gambar ukuran passport (latar belakang biru)
- Borang PDPA (PRIVACY NOTICE KPJUC PDPA 2022) - Pastikan anda telah tandatangan di mukasurat terakhir
- Laporan Kesihatan Pelajar (Borang Pemeriksaan Kesihatan – 5 mukasurat beserta laporan bercetak dari Hospital)
- Borang FINANCIAL AID ACKNOWLEDGEMENT FORM (HCA)
- Salinan transaksi pembayaran yuran melalui JomPay (RM2900)
- Department of Finance Policies & Guidelines
- Guarantor Letter

Langkah 6. Penginapan Asrama (berbayar)

Pelajar akan disediakan penginapan asrama (berbayar) – RM350 sebulan

- pelajar perlu membayar sendiri jika memilih untuk menginap di asrama
- kepada pelajar yang berminat untuk memilih menginap di asrama, sila isi form ini 7 hari sebelum hari pendaftaran <https://forms.office.com/r/L9mwMs86d0>

KOD ETIKA BERPAKAIAN

Garis panduan Pakaian

Peserta Lelaki	Peserta Perempuan
• kemeja lengan panjang/pendek atau tshirt berkolar • seluar panjang hitam (slack- jeans tidak dibenarkan) • kasut hitam • pakaian sukan (lengan pendek dan berkolar) dan sepasang kasut sukan • sarung kaki hitam	• Blouse/tshirt berkolar, seluar panjang hitam (jeans & legging tidak dibenarkan) • tudung putih (bagi yang Muslim, selendang tidak dibenarkan) • kasut hitam bertutup penuh (selipar & sandal tidak dibenarkan) • pakaian sukan & sepasang kasut sukan • sarung kaki hitam • Solekan & aksesori sederhana dan rambut kemas rapi diikat

Pakaian dan penampilan yang tidak dibenarkan

- i. Berkuku panjang dan memakai pewarna kuku
- ii. Mewarnakan rambut selain dari warna hitam
- iii. Memakai barangan kemas/hiasan diri seperti gelang, rantai dan cincin
- iv. Memakai jam tangan ketika memasuki skill lab
- v. Memakai seluar jeans, legging, denim atau palazzo
- vi. Tidak dibenarkan memakai pakaian yang menjolok mata
- vii. Memakai subang di telinga lebih dari satu dan bertindik di hidung

CHECK-IN HOSTEL

Students	Hostel
Male/Female	NASA City Residence 11-11, PANGSAPURI PALMA MENARA A JLN PALMA PERAK 1 DESA PALMA 81100 JOHOR BAHRU



PEGAWAI BERTUGAS

1. CIK NAZURAH (018-268 4080) - PENGURUSAN
2. EN ROSDI (017-7682008) - WARDEN
3. CIK AZILA (019-7835408) – WARDEN / PENGURUSAN



Sila rujuk **Garis Panduan Kemasukan Pelajar Ke Kolej Kediaman** untuk maklumat lanjut

TINGKAH LAKU MAHASISWA/I

- i. Hormat-menghormati dan bersikap kasih sayang merupakan tradisi ilmu bagi bidang penjagaan kesihatan dan telah dipatuhi oleh generasi KPJ Healthcare Berhad sejak penubuhannya. Sangat jarang berlaku pergaduhan dan tindakan disiplin di Universiti. Semua pelajar baru perlulah menjaga rekod bersih Universiti.
- ii. Bidang ini juga sentiasa menitik beratkan sifat saling percaya mempercayai dan menjaga nama baik KPJC Johor Bahrutermasuk menjaga semua kemudahan yang disediakan.
- iii. Mahasiswa/I hendaklah sentiasa patuh pada peraturan kolej. Sila rujuk pada **STUDENT HANDBOOK** di https://bit.ly/Stdn_Handbook. Kegagalan mematuhi segala peraturan akan dikenakan tindakan disiplin.

SENARAI SEMAK DOKUMEN UNTUK TUJUAN PENDAFTARAN

Sila cetak senarai semak berikut. Sediakan dokumen yang disenaraikan dan lengkapkan borang yang disertakan. Masukkan semua dokumen dalam envelop untuk diserahkan pada hari pendaftaran pelajar.

Nama :

No Ic :

Program :

Susun borang / dokumen mengikut turutan di bawah

Surat/Borang

- | | |
|---|--------------------------|
| 1. Letter of Acceptance | ☐ |
| 2. Salinan Surat Tawaran | ☐ |
| 3. Financial Aid Acknowledgement Form | ☐ |
| 4. Medical Examination Report (berserta gambar) - Borang berserta laporan kesihatan dari hospital | ☐ |
| 5. PRIVACY NOTICE - Personal Data Protection Act 2010 (PDPA) | ☐ |
| 6. Guarantor Letter | ☐ |
| 7. Department of Finance Policies & Guidelines | ☐ |

Dokumen

- | | |
|---|--------------------------|
| 1. 1 salinan kad pengenalan pelajar (muka depan & belakang) | ☐ |
| 2. 1 salinan sijil / slip keputusan SPM (bagi menggunakan salinan slip keputusan SPM, tempoh sah slip tersebut hendaklah tidak melebihi dua (2) tahun dari tahun peperiksaan di ambil). | ☐ |
| 3. 2 gambar terbaru ukuran passport (tuliskan nama & no kad pengenalan di belakang gambar) (latar belakang biru) | ☐ |
| 4. Salinan transaksi pembayaran yuran RM4212 melalui JomPay. | ☐ |

Nota penting: SILA BAWA KAD PENGENALAN ASAL DAN SLIP/SIJIL SPM/DIPLOMA/IJAZAH ASAL SEMASA HARI PENDAFTARAN UNTUK TUJUAN PENGESAHAN

Affix
passport size
Photo here
*Lekatkan gambar
berukuran passport di
sini*

Full Name (As in your IC / Passport - Nama penuh seperti dalam kad pengenalan / passport)

Programme : _____

[illegible]

<i>d</i>	<i>d</i>	<i>m</i>	<i>m</i>	<i>y</i>	<i>y</i>	<i>y</i>	<i>y</i>

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Contact No. : _____

11

Single

11

Married

Please tick (✓) in the relevant box. Explain in full if you have any of the following illness.
Sila tandakan (✓) dalam petak yang berkenaan. Perincikan.

S/N	MEDICAL PROBLEM <i>Masalah kesihatan</i>	YES	NO	If 'YES' please state <i>Sekiranya 'YA' sila jelaskan</i>
1	Blood stained Sputum (<i>Kahak berdarah</i>)			
2	Asthma (<i>Lelah</i>)			
3	Tuberculosis (<i>Batuk kering / Tibi</i>)			
4	Psychiatric problem / history (<i>Sakit Jiwa</i>)			
5	Epilepsy (<i>Sawan</i>)			
6	High Blood (<i>Darah Tinggi</i>)			
7	Diabetes (<i>Kencing Manis</i>)			
8	Tyroid Diseases (<i>Penyakit Tiroid</i>)			
9	Systemic Lupus Erythematosus (<i>SLE</i>)			
10	Other diseases of Lungs (<i>Lain-lain penyakit paru-paru</i>)			
11	Joint pains (<i>Sengal –sengal sendi</i>)			
12	Swelling of legs (<i>Bengkak Kaki</i>)			

13	Giddiness (<i>Pening Kepala</i>)			
14	Swelling of scrotum (<i>Burut</i>)			
15	Migraine (<i>Migrain</i>)			
16	Hysteria (<i>Histeria</i>)			
17	Allergic (<i>Alahan</i>)			
18	Heart (<i>Jantung</i>)			
19	Kidney (<i>Buah Pinggang</i>)			
20	Gastric			
21	HIV /AIDS			
22	Cancer (<i>Barah</i>)			
23	Veereal Diseases (<i>Penyakit Kelamin</i>)			
24	Leukemia			
25	Hepatitis			
26	Major Depressive Disorder (<i>MDD</i>)			

Any other diseases or serious personal injury
(*Penyakit –penyakit lain atau kecederaan diri yang mudarat*) :

Have you been referred to a specialist? Give details
Adakah anda pernah di rujuk kepada doktor pakar ? Berikan penjelasan :

☐

No/Tidak

☐

Yes/Ya

DECLARATION BY CANDIDATE (PENGAKUAN CALON)

I hereby certify that the information given above is true. I understand that my application will be rejected if there is any false information given. (*Saya mengesahkan bahawa maklumat yang diberikan di atas adalah benar. Saya faham bahawa pendaftaran saya sebagai pelajar akan ditolak jika terdapat maklumat palsu yang diberikan*).



Signature of candidate
Tandatangan calon

Date :
Tarikh

*The final decision for the medical screening examination is solely depending on the College and the College reserves the right to revoke the offer of admission if not fully supported by doctor of KPJ Hospitals. (*Keputusan muktamad pemeriksaan perubatan kesihatan ini tertakluk kepada perakuan pihak Kolej dan pihak Kolej berhak membatalkan tawaran kemasukan pelajar sekiranya laporan kesihatan tidak disokong oleh doktor panel daripada hospital KPJ*)

SECTION 3 – PHYSICAL EXAMINATION : TO BE COMPLETED BY THE DOCTOR

1. BASIC MEASUREMENT		COMMENT
1.1	HEIGHT (M)	
1.2	WEIGHT (KG)	
1.3	Body Mass (BMI) • Less than 16.0 – Severely Underweight • From 16.0 to 18.5 – Underweight • From 18.6 to 25.0 – Normal Weight • From 25.1 to 30.0 – Overweight • From 30.1 to 35.0 – Moderately Obese • More than 35.0 – Severely Obese Obese Index	
2. EXAMINATION OF TEETH		
3. EXAMINATION OF THROAT		
4. BLOOD PRESSURE		
5. EXAMINATION OF EYES		
5.1	Vision Uncorrected	
5.2	Vision corrected with glasses / contact lenses	
5.3	Fundus examination	
6. EXAMINATION OF EAR		
6.1	Any discharge present	
6.2	Condition of drum	
6.3	Acuity of hearing	
7. EXAMINATION OF CHEST ANY ABNORMALITY OF FORM		
7.1	Expansion normal	
7.2	Equal on both sides	
7.3	Percussion	
7.4	Auscultation	
7.5	X-ray examination report (Please request for chest X-Ray only when required)	
8. EXAMINATION OF BREAST		
8.1	Any lumps detected	
9. CONDITION OF HEART		
9.1	Phythm	
9.2	Character of impulse at apex	
9.3	Position of apex beat	

9.4	Any change in size										
9.5	Any murmurs present										
9.6	Exercise tolerance rest										
10. PULSE											
10.1	Rate										
10.2	Character										
10.3	Any evidence of arterial changes										
11. ABNORMALITIES OTHER ORGANS											
11.1	Liver										
11.2	Spleen										
11.3	Abdomen										
12. EXAMINATION OF URINE											
12.1	Specific gravity										
12.2	Albumin										
12.3	Sugar										
12.4	Pregnancy test										
12.5	Microscopic examination of deposit										
12.6	Morphine										
13. BLOOD EXAMINATION											
13.1	H.I.V Screening										
13.2	Hepatitis B Screening	Antigen Antibody (mIU) _____ _____									
13.3	Recommendation for Hepatitis B vaccination (Please tick (☐) in the appropriate box)	<table border="1"> <tr> <th colspan="3">VACCINATION HEPATITIS B</th> </tr> <tr> <td>NOT REQUIRED</td> <td>BOOSTER DOSE</td> <td>3 DOSES REQUIRED</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	VACCINATION HEPATITIS B			NOT REQUIRED	BOOSTER DOSE	3 DOSES REQUIRED			
VACCINATION HEPATITIS B											
NOT REQUIRED	BOOSTER DOSE	3 DOSES REQUIRED									
13.4	Hepatitis C Screening										
14. EXAMINATION OF REFLEXES											
14.1	Condition of patellar reflexes										
14.2	Condition of ankle reflexes										
14.3	Condition of plantar reflexes										
14.5	Are pupils equal										
14.6	Do the pupils react to light										
14.7	Do the pupils react to accommodation										
14.8	Any sensory loss										

SECTION 4 : ENDORSEMENT BY THE MEDICAL OFFICER

(Please tick (✓) in the appropriate box)

I hereby certify that I have examined the person and I found that he / she (please select) is;

☐

in good health;

☐

having the following medical complication(s) / undergoing treatment for (please state)

and (please select);

☐

FIT

☐

NOT FIT

to undergo training as a student at KPJ Healthcare College Johor Bahru.

Signature of Doctor : _____

Name of Doctor : _____

Qualification : _____

Official Stamp : _____

Date : _____

**FINANCIAL AID ACKNOWLEDGEMENT
FORM**

By filling-in this form, you agree that KPJ Healthcare College Johor Bahru may collect, use and disclose your personal data, as provided in this form, or (if applicable) obtained by our organisation as a result of your data, for the following purposes in accordance with the Personal Data Protection Act 2010 and our data protection policy (available at our website <http://www.kpiu.edu.my>)

PROGRAM : _____

NAME : _____

NRIC / Passport No. : _____

Latest Education Level : ☐ Foundation /
Matriculation ☐ STPM ☐ SPM
☐ Diploma ☐ Bachelor ☐ Master

Types of Financial Aids. Please tick (√) in the appropriate box :

☐

Self Sponsored

(Please attach letter from parents/guardian)

☐

Will apply for **PTPTN** or other aid provider

☐

Sponsorship from Hospital / Company

Name of Hospital / Company : _____
(Please attach Letter of Scholarship from Hospital / Company)

☐

Others (Please specify)

I hereby declare and confirm that all information in this application is true and complete. I allow the KPJCJB Management to verify with my employer or other relevant parties to ensure that the validity of information. I understand and agree that incorrect or incomplete information will lead to my application will be withdrawn. I also agreed that an indemnity action can be taken against me.

Signature of applicant

Name:

Date:

FOR OFFICE USE :

Received by : _____ Date : _____
(Signature) : _____

STUDENT PERSONAL DATA (BORANG MAKLUMAT PELAJAR)

Affix
passport size
Photo here
*Lekatkan gambar
berukuran passport
di sini*

A. PROGRAMME

PROGRAMME NAME	
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B. PERSONAL INFORMATION (STUDENT) **MAKLUMAT PERIBADI (PELAJAR)**

FULL NAME (as in IC CARD / PASSPORT) <i>Nama penuh (seperti dalam kad pengenalan)</i>	
IC NUMBER / PASSPORT NUMBER <i>(Nombor kad pengenalan)</i>	
DATE OF BIRTH <i>(Tarikh lahir)</i>	
IC COLOUR <i>(Warna IC – untuk warganegara sahaja)</i>	
NATIONALITY <i>(Kewarganegaraan)</i>	
GENDER <i>(Jantina)</i>	
RACE <i>(Bangsa)</i>	
RELIGION <i>(Agama)</i>	
MARITAL STATUS <i>(Status perkahwinan)</i>	
1. NO. OF SIBLINGS <i>(Bil. adik beradik termasuk anda)</i> 2. Bilangan tanggungan (Yang masih belajar termasuk anda)	1. 2.

MOBILE PHONE NUMBER (Nombor telefon bimbit)	
CONTACT NO. (HOUSE) (Nombor telefon rumah)	
E-MAIL ADDRESS (<i>emel</i>)	
FAMILY INCOME (<i>Pendapatan isi rumah –semua yang bekerja</i>)	Pendapatan Bapa – RM _____ Pendapat Ibu – RM _____ Lain-lain Pendapatan – RM _____
OKU STATUS (<i>Status OKU</i>)	☐ Yes ☐ No
NO BANK ACCOUNT Please specify : BANK	
CURRENT MAILING ADDRESS (<i>Alamat surat menyurat yang terkini</i>)	
POSTCODE (<i>Poskod</i>)	
CITY (<i>Bandar</i>)	
STATE (<i>Negeri</i>)	
STATUS IBUBAPA	Pasangan suami isteri / Berceraai

CO-CURRICULUM ACTIVITY (*AKTIVITI KO-KURIKULUM*)

ACTIVITY (<i>Nama aktiviti</i>)	POSITION/ACHIEVEMENT (<i>Jawatan atau Pencapaian</i>)	YEAR INVOLVED (<i>Tahun aktif</i>)

C. SPOUSE INFORMATION (IF MARRIED)**MAKLUMAT PERIBADI PASANGAN (SEKIRANYA BERKAHWIN)**

FULL NAME (SAME AS ID CARD / PASSPORT) <i>(Nama penuh (sama seperti dalam kad pengenalan / pasport))</i>	
NRIC NUMBER / PASSPORT NUMBER <i>(Nombor kad pengenalan / nombor pasport)</i>	
NATIONALITY <i>(Kewarganegaraan)</i>	
PERMANENT ADDRESS <i>(Alamat Tetap)</i>	
MOBILE NUMBER <i>(Nombor Telefon Bimbit)</i>	
OCCUPATION <i>(Pekerjaan)</i>	

D. PARENTS PERSONAL INFORMATION (MAKLUMAT PERIBADI IBU DAN BAPA)**FATHER (BAPA)/GUARDIAN(PENJAGA)**

FULL NAME (AS IN IC CARD / PASSPORT) <i>(Nama seperti dalam kad pengenalan / pasport)</i>	
IC NUMBER / PASSPORT NUMBER <i>(Nombor kad pengenalan / nombor pasport)</i>	
COLOUR <i>(Warna)</i>	
NATIONALITY <i>(Kewarganegaraan)</i>	
RACE <i>(Bangsa)</i>	
RELIGION <i>(Agama)</i>	
PERMANENT ADDRESS <i>(Alamat Tetap)</i>	
CONTACT NUMBER (HOUSE) <i>(Nombor Telefon Rumah)</i>	
MOBILE NUMBER <i>(Nombor Telefon Bimbit)</i>	
OCCUPATION <i>(Pekerjaan)</i>	
EMPLOYER'S ADDRESS <i>(Nama & Alamat Majikan)</i>	

TELEPHONE NO. (OFFICE) <i>(No Telefon Pejabat)</i>	
OFFICE EMAIL <i>(Email Pejabat)</i>	

MOTHER (IBU) GUARDIAN(PENJAGA)

FULL NAME (AS IN IC / PASSPORT) <i>(Nama seperti dalam kad pengenalan / pasport)</i>	
IC NUMBER / PASSPORT NUMBER <i>(Nombor kad pengenalan / nombor pasport)</i>	
COLOUR <i>(Warna)</i>	
NATIONALITY <i>(Kewarganegaraan)</i>	
RACE <i>(Bangsa)</i>	
RELIGION <i>(Agama)</i>	
PERMANENT ADDRESS <i>(Alamat Tetap)</i>	
CONTACT NUMBER (HOUSE) <i>(Nombor Telefon Rumah)</i>	
MOBILE NUMBER <i>(Nombor Telefon Bimbit)</i>	
OCCUPATION <i>(Pekerjaan)</i>	
EMPLOYER'S ADDRESS <i>(Nama & Alamat Majikan)</i>	
TELEPHONE NO. (OFFICE) <i>(No Telefon Pejabat)</i>	
OFFICE EMAIL <i>(Email Pejabat)</i>	

EMERGENCY CONTACT

MAKLUMAT PERIBADI – SELAIN IBU BAPA (KECEMASAN)

FULL NAME (SAME AS ID CARD / PASSPORT) <i>(Nama penuh (sama seperti dalam kad pengenalan / pasport)</i>	
RELATIONSHIP <i>(Hubungan dengan pelajar)</i>	
PERMANENT ADDRESS <i>(Alamat Tetap)</i>	
CONTACT NUMBER (HOUSE) <i>(Nombor Telefon (Rumah)</i>	
MOBILE NUMBER <i>(Nombor Telefon Bimbit)</i>	

TELEPHONE NO. (OFFICE) <i>(No Telefon Pejabat)</i>	
OFFICE EMAIL (Email Pejabat)	

I CERTIFY THAT THE INFORMATION PROVIDED IN THE FORM IS CORRECT AND COMPLETE. I ACKNOWLEDGE THAT THE SUBMISSION OF INCORRECT OR INCOMPLETE INFORMATION MAY RESULT IN TERMINATED OF ADMISSION AT ANY STAGE DURING THE COURSE AT KPJ HEALTHCARE COLLEGE JOHOR BAHRU.

Saya mengaku bahawa segala maklumat yang diberikan di dalam borang ini adalah betul dan tepat. Saya mengakui juga bahawa sekiranya terdapat sebarang maklumat palsu atau tidak lengkap boleh menyebabkan saya diberhentikan daripada meneruskan pengajian di Kolej KPJ Healthcare Johor Bahru.

STUDENT SIGNATURE:

Tandatangan pelajar

DATE :

Tarikh

IMPORTANT NOTE : <i>YOU ARE REQUIRED TO INFORM THE DEPARTMENT OF ADMISSION FOR ANY INFORMATION CHANGES MADE</i>

KPJ Healthcare College Johor Bahru (KPJCJB)

(formerly known as KPJ International College of Nursing and Health Sciences Johor Bahru Branch)

**No.1 Jalan Dato Onn 1,
Bandar Dato Onn,
81100 Johor Bahru,
Johor Darul Takzim.**

GUARANTEE LETTER / LETTER OF UNDERTAKING

I,, NRIC No :
acting as a guarantor of the [Student's Full Name],
NRIC No: Matric Number:
Programme & Cohort (eg: Diploma in Nursing Cohort 1) :
Intake :hereby undertake the following joint and several liability with the student.

INDEMNITY CLAUSE

1. FULL FINANCIAL RESPONSIBILITY:

I irrevocably and unconditionally agree to be fully responsible for the full payment of all programme fees and any other financial obligations incurred by the student during his/her enrollment at KPJ Healthcare College Johor Bahru (KPJCJB), regardless of his/her completion status. This includes any outstanding tuition fees, KPJCJB charges, and/or unpaid balance remaining in the student's account upon demand by KPJCJB

2. LEGAL COST:

I further undertake to indemnify KPJCJB to bear all legal costs and expenses incurred by KPJCJB in enforcing this Guarantee Letter/Letter of Undertaking, including the recovery of outstanding fees or any other related claims arising from the student's enrollment.

3. FINANCIAL SOLVENCY:

I hereby declare and warrant that I am financially solvent and not an undischarged bankrupt as defined under the Insolvency Act 2017 (formerly the Bankruptcy Act 1967).

4. BINDING OBLIGATION

This Guarantee Letter/Letter of Undertaking shall be binding upon me, my heirs, personal representatives, and assigns.

5. GOVERNING LAW

This Guarantee Letter/Letter of Undertaking shall be governed by and construed in accordance with the laws of Malaysia.

SERVICE OF NOTICE AND LEGAL PROCESS

Any notice or communication required or permitted by this Guarantee Letter / Letter of Undertaking shall be in writing and may be delivered by hand, courier, facsimile, e-mail, or by registered or ordinary post, addressed to the Guarantor at the contact details provided below.

Notices or communications shall be deemed received as follows:

- i. Delivery by hand or courier: Upon acknowledgment of receipt by the recipient;
- ii. Delivery by facsimile: Upon confirmation of transmission by the sender's facsimile machine;
- iii. Delivery by e-mail: Upon successful delivery of the e-mail, provided that no non-delivery report is received by the sender;
- iv. Delivery by registered or ordinary post: Deemed served three (3) days after the date of posting.

The service of any Legal Process in respect of any action or proceeding may be effected on the Student / Guarantor(s) (if any) or Student / Guarantor's next of kin by forwarding a copy of the Legal Process (hereinafter defined) by hand or by ordinary post or with registered post to the address of Customer / Student / Guarantor(s) (if any) and / or Student / Guarantor's next of kin given in this Acceptance Letter / Letter of Guarantee / Letter of Undertaking or at such address as the Student / Guarantor(s) shall have notified KPJCJB in writing and such Legal Process shall be deemed to have been served on the third (3rd) Business Day after posting and if delivered by hand, on the day it was delivered.

For the purpose of this Clause, reference to "Legal Process" means any pleadings, all forms of originating processes, interlocutory applications or whatever nature, affidavits, orders, such other documents which are required to be served under the Rules of Court and such notices under the Insolvency Act 2017 (includes any insolvency legislation enacted from time to time) and any other relevant statutes and the rules made thereunder.

No change in the address of the Student / Guarantor(s) howsoever brought about shall be effective or binding on KPJCJB unless actual notice of the change of address has been received by KPJCJB.

PERSONAL DATA PROTECTION (PDPA) CLAUSE

Pursuant to the Personal Data Protection Act 2010 of Malaysia, which came into force on 15th November 2013, we will process your personal data in accordance with our Personal Data Protection Notice, which can be viewed at <http://www.kpju.edu.my>. We are committed to ensuring that your personal data is handled with care. By signing this form, we will consider that you have consented to the processing of your personal data as set out in the Notice.

GUARANTOR ELIGIBILITY REQUIREMENT:

- 1. Above 18 years of age.**
- 2. Malaysian citizen**
- 3. Kindly attach 1 copy of NRIC of guarantor**

	Guarantor						
Name (As per NRIC)	:						
NRIC	:						
Relationship	:						
House Address	:						
Tel No. (Mobile)	:						
Tel No. (House)	:						
Email	:						
Occupation	:						
Monthly Household Income	<table><tbody><tr><td>☐ < RM 1,500.00</td><td>☐ RM 5,001.00 – RM 10,000.00</td></tr><tr><td>☐ RM 1,501.00 – RM 3,000.00</td><td>☐ RM 10,001.00 – RM 15,000.00</td></tr><tr><td>☐ RM 3,001.00 – RM 5,000.00</td><td>☐ > RM 15,001.00</td></tr></tbody></table>	☐ < RM 1,500.00	☐ RM 5,001.00 – RM 10,000.00	☐ RM 1,501.00 – RM 3,000.00	☐ RM 10,001.00 – RM 15,000.00	☐ RM 3,001.00 – RM 5,000.00	☐ > RM 15,001.00
☐ < RM 1,500.00	☐ RM 5,001.00 – RM 10,000.00						
☐ RM 1,501.00 – RM 3,000.00	☐ RM 10,001.00 – RM 15,000.00						
☐ RM 3,001.00 – RM 5,000.00	☐ > RM 15,001.00						
Company name & Address	:						
Company Tel. No.	:						
Signature							
Date							

WITNESS ELIGIBILITY REQUIREMENT:

***Above 18 years of age**

	Witness Information
Name (As per NRIC)	:
NRIC	:
Tel No. (Mobile)	:
Signature	
Date	

For KPJ Healthcare College Johor Bahru (KPJCJB) use only

Approved by	Designation	Date

.....
Signature

Document reference number:

NOTE : Please fill up this form & bring to the registration.

1.0 DEPARTMENT OF FINANCE – KPJ HEALTHCARE COLLEGE JOHOR BAHRU (KPJCJB)

1.1 Method of Payment for Tuition and Hostel Fees

- a) Payment can be made via JOMPAY, or via debit/credit card at the Finance Department counter.
- b) KPJCJB does not accept any payment by cash.
- c) Payment slip must be email to payment@kpju.edu.my / finance@kpju.edu.my as a payment proof.
- d) Receipt will only be issue for all successful transaction within 3 working days. Please keep your receipts for future reference

1.2 Tuition Fee

- a) Tuition fee will be invoiced based on a semester basis via email and Student Portal.
- b) Tuition fees are compulsory to pay upon registration or within 14 days after receiving the invoice to prevent any action being taken by KPJU.
- c) For inquiries related to billing, student may contact Finance Department at 07-3601907

1.3 Hostel Fee

- a) Hostel accommodation is provided for local student with minimal charge of **RM 350.00** per month for all programme.
- b) Hostel fees are compulsory to pay upon check-in or within 14 days after receiving the invoice to prevent any action being taken by KPJU.

1.4 Finance Policy

- a) Kindly forward any sponsorship letters (if any) to the Department of Finance for billing purposes
- b) All sponsored students must pay the University / College immediately if the sponsor made the payment into the students' accounts.
- c) Students are required to settle the outstanding tuition fees to avoid the KPJCJB action below:
 - 1. Block students' registration for the next new semester, or/and
 - 2. Block students' access to the final examination result of current semester, or/and
 - 3. Block students from taking the final examination.

1.5 Refund Policy

Below is our Refund Policy if students withdraw from KPJCJB with advanced payment.

No.	Point of Withdrawal or Drop	Type of Fee and Percentage of Refundable Fee (%)
		Tuition Fee
1.	Before Registration Day	100%
2.	Add drop Course (3 – 14 March 2025)	100%
3.	Week 1 - Week 4	100%
4.	Week 5 - Week 12	50%
5.	Week 13 onward	Non refundable

- a) Refund application will be processed for students where the status is graduated, dropped or withdrew. No refunds will be processed for active and deferred students.
- b) Credit balances within a student's individual account will not be remitted automatically. A student seeking a refund of his/her credit must do so by completing an "Application for Refund of Fees" with supporting document at KPJU Finance Department.

1.6 E-Invoice

E-invoices for any transaction will be issued upon official request to the Finance Department.

1.7 I have read and understood all the information and policies, along with the guidelines of the Finance Department.

Student's signature
Date:

Witness's Signature
Date:



1. INTRODUCTION

In compliance with the Personal Data Protection Act 2010 (“the Act”) and its regulations, this notice is issued to all our valued clients and/or prospective clients. This Notice will inform you of your rights with regards to your personal data that has been and/or will be, collected and processed by us.

2. COLLECTION OF PERSONAL DATA

We have collected and will collect your personal data to be processed by us and/or on your behalf in the course of your present or future dealings with KPJ Healthcare College Johor Bahru (KPJCJB), its subsidiary (ies), its associated company (ies) (“we”, “our”, “us” or “company”). Your personal data enables us to achieve the “Purpose” herein that is in connection with our business.

3. DESCRIPTION OF PERSONAL DATA

- a. Name;
- b. Identity Card no;
- c. Gender;
- d. Email address;
- e. Mobile phone no;
- f. Passport no;
- g. IP address;
- h. Images (still/recording)

4. PURPOSES FOR COLLECTION OF PERSONAL DATA

- i. Sensitive personal data, and any;
 - j. Personally Identifiable Information (PII) defined by International laws or standards
- a. Student or potential student: your personal information is collected and further processes by KPJCJB as required permitted by law and for various academic, educational and administrative purposes, including the following:
 - i. To establish your personal identification and background;
 - ii. To assess and process your application for admission and financial aid, insurance coverage, and visa application (as may be applicable);
 - iii. To notify you about benefits and changes to the features of KPJCJB’s product and services via appropriate communication channels including through WhatsApp, short messaging service, telephone calls, electronic mail, facsimile and/or any other appropriate channels (hereinafter referred to as “Communication Channels”)
 - iv. To inform you on KPJCJB’s latest education and service announcements and upcoming events including providing you with information on our and third party products, services and offers which may be of interest to you through the Communication Channels;
 - v. To inform you about the progress of students, semester billing, outstanding tuition fees and other financial inquiries;

- vi. To share your Personal Data to third party agent/debt collectors/lawyer in order to protect or enforce our rights to recover any debt owing to us
- vii. To share the Personal Data when required by sponsor, programmes certification bodies, local and international higher education institutions, auditors for internal/external auditing and reporting, as well as insurance companies to apply for and obtain insurance policy, risk and safety management;
- viii. To manage our business and your relationship with us;
- ix. To update, consolidate and improve accuracy of our internal record keeping;
- x. To contact you in the event of an emergency or accident;
- xi. To protect or enforce our rights to recover and debt owing to us;
- xii. To respond to requests or complaints received by us, to the extent that is necessary; and
- xiii. For any other purpose that is required or permitted by any law, regulations and/or guidelines as may be prescribed from time to time.
- xiv. To assist you in placement, internships or attachments with third parties (where such internships, placements or attachments are required in order to complete your course);
- xv. To manage your use of our facilities and management of our events such as resources centre, hostel, computing facilities, graduation, alumni;

5. SOURCES OF PERSONAL DATA

- xvi. To operate our campuses in a manner which is physically safe, secure and befitting of health and safety requirements;
- xvii. To ensure that the content from our website is presented in the most effective manner for you and for your computer and/or device;
- xviii. To fulfil any requirements of enforced laws and rules and disclose under the requirements of any enforced laws, regulations, directive, court orders, guideline, directives, court orders, by-laws, guidelines, circulars or canon law enforced against KPJCJB; and
- xix. For KPJCJB internal records management.

- a) Student or potential student: KPJCJB collects your personal information

directly from you or indirectly from your parents, guardians and/or recruitment agents when you, your parents, guardians and/or recruitment agents send us completed enquiry, application and/or registration forms via various means, including online and physical hardcopies at public venues, seminars held at schools and/or when you, your parents/guardian and/or your recruitment agents visit our campuses. Your personal information may also be collected from cookies through the use of our website.

- b) Parent/ guardian of our student or potential student: KPJCJB collects

your personal information directly from you or indirectly from your child, recruitment agents when you send us completed enquiry, application and/ or registration forms via various means, including online and physical hardcopies at public venues, seminars held at schools and/ or

when you, your child and/ or your recruitment agents visit our campuses. Your personal information may also be collected from cookies through the use of our website.

- c) Client/ customer or potential client/ customer for our product, services, events, conferences, seminar and/or other marketing activities organised by us: KPJCJB collects your personal information directly from you when you express an interest to be contacted for such events and marketing activities (including business card collections via fish bowl method or during previous events organised by us). Your information may also be collected indirectly (for example, via trade/online directories) or from cookies through the use of our website.
- d) Financial aid application: KPJCJB collects your personal information directly from you when you fill up the application form via online/ physical hardcopy. Your information may also be collected indirectly from your parents and guardians or from cookies through the use of our website.
- e) Vendor, supplier or service provider: KPJCJB collects your personal information directly from you or indirectly from your employer or credit reference agencies when tendering for projects or as part of the commercial transactions. Your personal information may also be collected from cookies through the use of our website.

6. DISCLOSURE OF PERSONAL DATA

We may disclose client's personal data to other subsidiaries within our group. These subsidiaries will treat client's personal data as confidential, in accordance with this Privacy Policy and with all applicable Data Protection legislation and with process such personal data only for the personal data under our control, including personal data disclosed by us to a vendor (often referred to as the "data processor"). We take every measure to provide a

comparable level of protection for personal data should the information be processed by a Vendor. KPJCJB is committed to complying with the Personal Data Protection Act 2010, in particular, its policies as well as corresponding guidelines and orders.

Your personal data also is shared with a range of external organisations as is necessary for the purposes set out above and as permitted or required by law, including the following:

- Higher Education Authorities such as Ministry of Higher Education, Malaysia Qualification Agency and other Higher Education Statistic Agency;
- PTPTN/MARA/KPJ Hospital/Zakat authorities and other funder/financial aid institutions;
- The providers of any external or collaborative learning or clinical placement/internship;
- External Examiners and assessors and external individuals involved in relevant University committees or procedures;
- Any relevant professional or statutory regulatory bodies such as tax authorities, Immigration Department (for international students);
- Occasionally and when necessary internal and external auditors or regulators;
- Appointed third party debt collection agencies and lawyer.

7. SECURITY OF PERSONAL DATA

KPJCJB uses strict procedures and security features to prevent unauthorised access wherever possible. Personal data provided to KPJCJB via our website or via any Applications, online credit card transactions are protected during

transit using encryption such as Transport Layer Security (TLS). When personal data is stored by KPJCJB, we use computer systems with limited access housed in facilities using physical security measures. Data stored in cloud services is in encrypted form including when we utilize third-party storage. The level of security of personal data which kept in a non-electronic environment are also treated with strict procedures and means.

8. USE OF COOKIES

The cookies used by the Website are solely associated to anonymous users and their computers and do not provide personal data on users. Some cookies are used by third parties to provide KPJCJB with data on the effectiveness of its engagements and promotions. The cookies used by the Website not in any way collect personal data that could be used to identify a specific user. In addition, cookies are of a temporary nature, used solely a specific user. In addition, cookies are of a temporary nature, used solely to improve the efficiency of the last transmission. Users may configure their browser to notify them of the reception of cookies and to prevent their installation on their computer.

9. TRANSFER OF PERSONAL DATA

We are very serious about providing a comparable level of protection for personal data should the information be processed or used outside Malaysia by our vendors or experts.

10. MARKETING AND PROMOTIONAL PURPOSES

Upon subscribing to our services, you will be receiving marketing and/or promotional emails or calls from us, which includes monthly promotions and information on future events. If you do not wish to receive any promotional news or calls please click the “unsubscribe” link at the bottom of the email and you will be excluded from our newsletters and contacts.

11. DATA SUBJECT'S OBLIGATIONS

It is necessary for KPJCJB to collect and to retain clients' personal data. Therefore, it is also obligatory for clients to supply personal data to us in the most accurate manner. If clients do not provide us with personal data, KPJCJB is unable to, process personal data on clients' behalf, for the Purpose stated in clause 4 herein, or effectively render our services to clients, and all relationships created or to be created or to be created between us shall then be terminated and ceased to be in effect immediately.

12. THE RIGHTS OF DATA SUBJECT

- a) To request access to personal data
Clients have the right to request for access to personal data processed by us on with reasonable notice. Access request can be made through online by filing up the Data Access Request Form.
- b) To request correction of personal data
Clients have the rights to request for correction and/or update of your personal data that is inaccurate, incomplete or outdated. Correction requests can be made through online by filing up the Data Correction Request. To limit processing of your personal data, Clients are entitled to limit our processing of personal data by expressly withdrawing the consent given previously, in each case, including for direct marketing purposes subject to any applicable legal restrictions, contractual conditions and within a reasonable time period.

13. CHANGES TO PRIVACY POLICY

We reserve the right to amend this Privacy Policy from time to time without prior notice. We advise that you check our website for this Privacy Policy on a regular basis. Kindly view our privacy notice on the website, <https://www.kpiu.edu.my/pdpa-notice/>

14. **ACKNOWLEDGEMENT AND CONSENT**

(** Select the option which suits your preference)

**** OPTION 1**

I have read this Privacy Notice and understand the reasons for the collection of my personal data and the ways in which the data may be used and disclosed. I have been provided with a copy of the Privacy Notice and/or have been informed of the matters therein.

I am also aware that I can access and correct my personal data on request and if necessary. However, I understand that if, in exceptional circumstances, access is denied for legitimate purposes, that the reasons for this and possible remedies will be made available to me.

I have read the above information and by signing and returning a copy of this Notice, I expressly agree and consent to the use, processing, disclosure and transfer of my personal data by the KPJCJB as described in this Notice. Should there be a need to retract my consent on processing personal data, I shall write a notice to KPJCJB to cease the processing of the personal data.

Please tick as appropriate

I ☐ agree / ☐ disagree to receive communication on marketing and promotion via email ☐ / phone calls ☐ / text message ☐ and/ or newsletters ☐

Signature	:	
Name	:	
Date	:	
Programme	:	

OR

**** OPTION 2**

By communicating, engaging with KPJCJB or use the Company's products and services, you acknowledge that you have read and understood this Notice and agree and consent to the use, processing, disclosure and transfer of your personal data by the KPJCJB as described in this Notice. Any email KPJCJB sends to you will contain an automated unsubscribe link so that you can opt-out of the mailing list. You can also withdraw your consent by written notice or fill in the form on the website.

15. **INQUIRIES AND COMPLAINTS**

Should you require further information about the personal data we hold or the way in which your information is being collected or used which are not answered by this Privacy Notice, please contact or write to us at:

Contact Number : 07-3601907

Email : zaliza@kpcju.edu.my

Address : Principal

KPJ Healthcare College Johor Bahru
No 1, Jalan Dato Onn 1, Bandar Dato Onn,
81100 Johor Bahru, Johor



**KPJ INTERNATIONAL COLLEGE
OF NURSING AND HEALTH SCIENCES
JOHOR BAHRU BRANCH**

(A Member of KPJ Healthcare Berhad Group)

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

Student Affairs Services Unit : **Siti Fatimah MK**
SAS Executive
siti@kpju.edu.my

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

1. Pendaftaran Kolej Kediaman

**i) ALAMAT : KOLEJ KEDIAMAN NASA CITY
CENTRA RESIDENCE,
PANGSAPURI PALMA,
JALAN PALMA PERAK 1,
DESA PALMA,
81100 JOHOR BAHRU**

ii) PEGAWAI BERTUGAS

- 1. EN ROSDI (017- 768 2008) - WARDEN**
- 2. EN NAYAN (019- 6775851) - WARDEN**
- 3. CIK NAZURAH (018-2684080) – PENGURUSAN**

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

iii) Pendaftaran Masuk Hostel



GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

SELAMAT MENGINAP DI KOLEJ KEDIAMAN NASA CITY

PATUHI PERATURAN DAN SELAMAT MAJU JAYA

2. Keperluan Pakaian/Kelengkapan Pelajar Di Kolej Kediaman

- | | |
|--|-----------|
| i. Cadar ukuran bujang (putih atau berwarna atau bercorak) | : 2helai |
| ii. Sarung bantal (putih/berwarna) | : 2helai |
| iii. Selimut (jika perlu, putih/berwarna) | : 1helai |
| iv. Pakaian renang muslimah (diwajibkan jika memasuki kolam renang) | : 1pasang |
| v. Pakaian sukan (untuk aktiviti riadah dan gimnasium) | : 2pasang |
| vi. Kasut sukan | : 1pasang |
| vii. Kasut hitam bertutup penuh | : 1pasang |
| viii. Telekung /pakaian solat | : 1pasang |
| ix. Ujian sendiri Covid 19 | : 4unit |
| x. Selipar/Sandal | : 1pasang |
| xi. Kelengkapan barangan penjagaan diri dan kesihatan diri
(alat solek/wangian/vitamin) | |
| xii. Kelengkapan dan peralatan mandian serta cucian
(sabun/shampoo/pencuci pakaian/baldi) | |
| xiii. Pelitup muka yang mencukupi | |
| xiv. Pencuci tangan | |
| xv. Pakaian mencukupi yang sopan dan beradab | |

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

3. Pemakaian dan Tatarias Diri Ke Kampus

<u>Perempuan Islam</u> i. Seluar “Slack hitam” sahaja ii. Blouse atau kemeja lengan panjang. Pakaian formal iii. Tudung bawal berwarna putih sahaja iv. Kasut hitam bertutup penuh v. Stokin berwarna hitam vi. Pemakaian alat solek yang tipis vii. Pakaian sukan (hanya untuk hari ko kurikulum) viii. Kasut sukan (hanya untuk hari ko kurikulum)	<u>Perempuan Bukan Islam</u> i. Seluar ‘Slack hitam sahaja ii. Blouse atau kemeja lengan panjang berkolar. Pakaian formal iii. Rambut mesti disanggul rapi iv. Klip rambut berwarna hitam sahaja v. Kasut hitam bertutup penuh vi. Stokin berwarna hitam vii. Pakaian sukan (hanya untuk hari ko kurikulum) viii. Kasut sukan (hanya untuk hari ko kurikulum)
<u>Lelaki Islam / Bukan Islam</u> i. Seluar “Slack hitam” sahaja ii. Kemeja berkolar lengan panjang atau lengan pendek iii. T-shirt berkolar tangan pendek iv. Kasut hitam bertutup penuh v. Baju sukan (hanya untuk hari ko kurikulum) vi. Kasut sukan ((hanya untuk hari ko kurikulum) vii. Pemakaian alat solek yang tipis viii. Stokin berwarna hitam	
TIDAK DIBENARKAN	
i. Kuku panjang dan memakai pewarna kuku (termasuk inai) ii. Mewarnakan rambut selain dari warna hitam iii. Memakai barangan kemas/hiasan diri seperti gelang, rantai dan cincin iv. Memakai jam tangan ketika memasuki skill lab v. Memakai seluar jeans, legging, denim dan palazzo vi. Tidak dibenarkan memakai pakaian yang menjolok mata vii. Memakai subang di telinga lebih dari satu dan bertindik di hidung viii. Menyimpan jambang dan bermisai tebal	

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

Unit kolej kediaman : Kapasiti 14 orang pelajar



Ruang tamu , ruang dapur dan bilik air

#gambar perabot di ruang tamu dan dapur hanya hiasan

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

Bilik utama: 6 orang



Bilik air utama



Bilik ke 2: 4orang



Bilik ke 3: 4orang



GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025



Pintu masuk utama Kolej kediaman Nasa City



Taman santai/riadah di depan Kolej kediaman Nasa City



Kolam renang terbuka Kolej kediaman Nasa City



Mini gimnasium Kolej Kediaman Nasa City

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

4. Arahan/Peraturan

- i. Semua siswa/i mesti membuat ujian sendiri COVID 19 sebelum mendaftar masuk. Keputusan ujian mestilah ditunjuk sebagai bukti ketika hari pendaftaran. Siswa/i yang **SIHAT** sahaja dibenarkan memasuki kolej kediaman.
- ii. Siswa/i **DIKEHENDAKI** memakai pelitup muka di kawasan tertutup. contoh: dalam lift dan dewan.
- iii. Siswa/i yang sudah mendaftar masuk pada hari pendaftaran **TIDAK DIBENARKAN** keluar dari kawasan kolej kediaman selepas pendaftaran.
- iv. Siswa/i hendaklah melengkapkan semua peralatan pembelajaran, kelengkapan peribadi serta makanan sebelum mendaftar masuk ke kolej kediaman.
- v. Siswa/i **DIBENARKAN** menginap/pulang ke rumah pada hujung minggu selepas 2 minggu berada di kolej kediaman.
- vi. Siswa/i **TIDAK DIBENARKAN** “outing” melebihi jam 11 malam.
- vii. Siswa/i **TIDAK DIBENARKAN** membawa masuk makanan/barangan **TIDAK HALAL ATAU BERALKOHOL** ke dalam kawasan/unit kolej kediaman. rujuk “**Student Handbook;13.1.a Student Code of Conduct KPJIC General rules & Regulations**”
- viii. Kawasan kolej kediaman adalah **kawasan LARANGAN MEROKOK TERMASUK VAPE**. Merokok membahayakan kesihatan. Rujuk “**Student Handbook;13.1.a Student Code of Conduct KPJIC General rules & Regulations**”
- ix. Siswa/i **TIDAK DIBENARKAN** membawa masuk haiwan peliharaan.
- x. Siswa/i **TIDAK DIBENARKAN** membawa naik rakan dari luar, keluarga atau pihak luar ke unit asrama kediaman tanpa kebenaran pengurusan.
- xi. . Siswa/i **TIDAK DIBENARKAN** membawa dapur gas ke kolej kediaman.
- xii. Siswa/i **TIDAK DIBENARKAN** memasak **KECUALI** atas **KEBENARAN** dan **KELULUSAN** pengurusan tentang penggunaan peralatan/perkakas elektrik. Setiap unit rumah **DIBENARKAN** membawa ; 3unit seterika, 3unit “extension” bercop SIRIM dan 2unit cerek elektrik.
- xiii. Siswa/i **WAJIB** memastikan kawasan di dalam unit adalah bersih setiap masa.
- xiv. Siswa/i **WAJIB** memastikan sampah dibuang setiap hari kerana tempat pembuangan sampah telah disediakan di setiap tingkat unit.
- xv. Siswa/i **WAJIB** memastikan semua peralatan elektrik dan suis di tutup apabila keluar dari unit. (Sebarang pembaziran penggunaan elektrik akan didenda).
- xvi. Siswa/i **WAJIB** melaporkan aduan di “google form” atau kepada warden jika terdapat kerosakan atau kebocoran paip yang berlaku di unit kediaman.
- xvii. Siswa/i **WAJIB** mematuhi jadual pengangkutan yang disediakan oleh pihak pengurusan untuk ke kampus dan pulang ke kampus.
- xviii. Siswa/i **WAJIB** melaporkan kepada warden bertugas jika tidak sihat dan perlu untuk mendapatkan rawatan.
- xix. Siswa/i **WAJIB** menjalankan ujian sendiri COVID 19 atau Influenza bila di perlukan di bawah kos dan tanggungan sendiri.

GARIS PANDUAN PENDAFTARAN KOLEJ KEDIAMAN KEMASUKAN TAHUN 2025

- xx. Amalan **VANDALISME** adalah **DILARANG KERAS**. Jika berlaku, pelajar perlu menanggung kos kerosakan vandalisme.
- xxi. Siswa/i **DILARANG** mengubah suai, menampal, melekatkan “hook” di dinding serta merosakkan kelengkapan dan peralatan di dalam unit. (Jika berlaku pelajar akan didenda)
- xxii. Siswa/i **TIDAK DIBENARKAN** membawa kenderaan sendiri pada tahun pertama pengajian.
- xxiii. Siswa/i **TIDAK DIBENARKAN BERJUDI** secara bersemuka atau atas talian dan **DILARANG KERAS** terlibat atau melakukan sikap **MEMBULI**. rujuk “**Student Handbook; 13.1.abc Student Code of Conduct KPJIC General rules & Regulations**”
- xxiv. Tindakan tatatertib akan di ambil bagi setiap kesalahan yang berlaku.
- xxv. Siswa/i **TIDAK DIBENARKAN** membawa/menggunakan ubat nyamuk lingkaran.
- xxvi. Siswa/i **DILARANG KERAS** membawa/menggunakan “Coil Heater”
- xxvii. Siswa/i **DILARANG MELUDAH** di dalam lift, kawasan pejabat kaki dan kawasan sekitar kolej kediaman.
- xxviii. Siswa/i **DISARANKAN** untuk memberi laluan terlebih dahulu kepada pihak residensi jika mereka ingin menaiki lift.
- xxix. Sila **PATUHI ARAHAN KEBERSIHAN UNIT/FASILITI DAN PENGURUSAN SAMPAH SARAP** yang ditetapkan oleh pengurusan kolej kediaman.
- xxx. Sila **PATUHI ARAHAN PENJAGAAN KESELAMATAN DAN KEBAKARAN SERTA PENCEGAHAN AEDES** yang ditetapkan oleh pengurusan kolej kediaman.
- xxxi. Sila **PATUHI ARAHAN PENGGUNAAN UTILITI** yang telah ditetapkan oleh pengurusan kolej kediaman.
- xxxii. Siswa/i **DILARANG** membuat bising keterlaluan hingga mengganggu residensi/kejiranan.
- xxxiii. Siswa/i **TIDAK DIBENARKAN** membawa peralatan atau perabot tambahan.
- xxxiv. Siswa/i **WAJIB** patuh pada peraturan yang ditetapkan oleh pihak pengurusan kolej kediaman.
- xxxv. Siswa/i **DIGALAKKAN** untuk membuat perancangan terlebih dahulu bagi membawa barang yang **perlu** sahaja ke kolej kediaman.
- xxxvi. Kawasan dan unit siswi adalah **KAWASAN LARANGAN** untuk siswa serta mana-mana penghuni yang tidak berdaftar di bawah pengurusan kolej kediaman.
- xxxvii. Kawasan dan unit siswa adalah **KAWASAN LARANGAN** untuk siswi serta mana-mana penghuni yang tidak berdaftar di bawah pengurusan kolej kediaman.
- xxxviii. Kelakuan **TIDAK BERMORAL SESAMA JENIS ATAU BERLAINAN JANTINA** adalah satu kesalahan besar dan boleh diambil tindakan tata tertib jika disabitkan kesalahan.

-TAMAT-

PENDAFTARAN PELAJAR BARU (2PM - 3PM)

ADDRESS: CENTRA RESIDENCE- Jln Palma Perak 1, Desa Palma, 81100 Johor Bahru, Johor



PROSEDUR “ENTRY” DI PARKING

1.



Entry di Guard melalui palang “Visitor” dan memaklumkan kemasukan untuk Pendaftaran Hostel KPJ.

2.



Setelah masuk, Ibu bapa pelajar boleh memasuki parking visitor.

3.



Ibu bapa dibenarkan untuk parking di visitor Tower A dan pelajar boleh terus memunggah barang di lobby A.

4.



Untuk ke tower B, pelajar boleh terus sehingga lihat bangunan Tower B.

5.



Ibu bapa dibenarkan parking di hadapan Tower B. Pelajar boleh terus memunggah barang di lobby Tower B.

PERINGATAN:

- Pelajar akan mendaftar dan terus naik ke unit yang telah ditetapkan.
- Ibu bapa hanya dibenarkan membantu pelajar memunggah barang sehingga **di kawasan lobby sahaja**. Had masa yang ditetapkan untuk memunggah barang ialah selama 15 minit.
- Ibu bapa **tidak dibenarkan menunggu pelajar dan digalakkan untuk pulang** setelah mereka selesai mendaftar.

Mohon kerjasama dari semua pihak agar tidak berkumpul bagi memudahkan urusan pendaftaran berjalan dengan lancar.