

# SCHOLARSHIP APPLICATION FORM

(Foundation/ Undergraduate)



## SCHOLARSHIP AWARD/SCHEME

(Please select only ONE - ✓)

<input type="checkbox"/>	High Achiever's Scholarship
<input type="checkbox"/>	Financial Hardship Scholarship
<input type="checkbox"/>	Foundation Excellence Award

<input type="checkbox"/>	Pioneer Scholarship
<input type="checkbox"/>	Inaugural Scholarship

## PERSONAL DETAILS

<b>Full Name (as in NRIC/Passport):</b>	
<b>NRIC/Passport No:</b>	<b>HWU Person ID:</b>
<b>Contact/HP No:</b>	<b>Email address:</b>
<b>Programme name:</b>	
<b>Intake:</b>	<b>Mode:</b> FT / PT (please circle ONE)

## FAMILY INFORMATION

(Applicant for Financial Hardship Scholarship only)

<b>Father / Guardian's Name</b>			
<b>Occupation</b>			
<b>Mother's Name</b>			
<b>Occupation</b>			
<b>Particulars of Children</b>	1) <i>Child's Name</i>	<i>Age</i>	<i>School OR Employer and Designation</i>
	2) <i>Child's Name</i>	<i>Age</i>	<i>School OR Employer and Designation</i>
	3) <i>Child's Name</i>	<i>Age</i>	<i>School OR Employer and Designation</i>
	4) <i>Child's Name</i>	<i>Age</i>	<i>School OR Employer and Designation</i>
	5) <i>Child's Name</i>	<i>Age</i>	<i>School OR Employer and Designation</i>
<b>Total Household Income per Month</b>			

## DECLARATION AND ACCEPTANCE

I hereby apply for the selected scholarship to study in Heriot-Watt University Malaysia and agree to the terms and conditions for the scholarship that I will be undertaking when my application is successful.

I understand that the total tuition fees for the programme MUST be paid for before the commencement of the programme of study and at the beginning of every semester.

I consent to the processing of my personal information by the University as per parameters defined by the Personal Data Protection Act 2010 for proper purposes of the institution.

I am also aware and agree that my personal information will be shared amongst Heriot-Watt University and other subsidiaries for the purpose of programme administration.

*(for students < 18 years old,  
consent of parent/ guardian  
is needed here)*

\_\_\_\_\_  
Name:  
NRIC/Passport No:

\_\_\_\_\_  
Name:  
NRIC/Passport No:

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

## GENERAL TERMS AND CONDITIONS OF ALL SCHOLARSHIP AWARDS/SCHEMES

1. The University has sole discretion in awarding scholarships and reserves the right not to award a scholarship or to withdraw a scholarship, in whole or in part, for non-compliance with the terms of the award.
2. The scholarship recipient must be enrolled as a full-time student for the entire length of the programme (except for postgraduate studies where part-time is permitted), register for all courses according to the University schedule, pass each course registered for at the first attempt and complete the programme within the original timeframe stated in the offer letter - as the scholarship does not cover extensions or deferment (unless in extenuating circumstances – then specific prior approval must be obtained).
3. Scholarships are awarded in the form of a tuition fee waiver only. This excludes any other charges such as registration fee, international student fees, ancillary items required as part of your studies including, but not limited to books, graduation ceremony, final award/certificate, accommodation, student visa processing, sports, living and other related costs, which shall be borne by the student. For the avoidance of doubt, any costs for re-sits and other related costs including extensions (if any) must be borne by the student.
4. The value of the scholarship granted (for all schemes) will be deducted against the full tuition fees payable on a semester by semester basis.
5. For the Inaugural Scholarship, the value of the scholarship granted will be in the form of a fee waiver of tuition fee per year.
6. For High Achiever's Scholarship, recipients who maintain a yearly result of a GRADE A (70% overall average) will be awarded with a 35% scholarship during progression to the following academic year of Undergraduate study. Students who do not meet this criterion will have their scholarship suspended/withdrawn in the following academic year of study.
7. The scholarship cannot be offered in conjunction with any other discounts or scholarship provided by the University.
8. The scholarship is only awarded for study at Heriot-Watt University Malaysia and is not transferable to other Heriot-Watt University campuses or locations.
9. The scholarship is not transferable to another programme of study and is neither transferable nor exchangeable for cash or other alternatives.
10. The scholarship recipient shall not be holding (concurrently) any other full or partial scholarship from external parties (unless in extenuating circumstances – then specific prior approval must be obtained). This excludes EPF withdrawals or loans from external financial agencies.
11. Forecast examination results can be considered for the scholarship application, if official finalised results are not available at the time of application. All applications will be considered and the scholarship may be awarded conditional on the achievement of specified results. Proof of finalised results must be provided within **two weeks** of their official release or the University reserves the right to rescind the conditional award of the scholarship.
12. The official results must be equal to or better than the forecast results submitted for the initial scholarship consideration. Should the official results not equal or better than the forecast results used in the award of the scholarship, the University reserves the right to withdraw or reduce the scholarship award.
13. The scholarship recipient shall be a student ambassador and promote the good name of the University. In addition, the recipient is required to comply with all the University terms and conditions of admittance, all regulations and policies from time to time in force.
14. Scholarship recipients who are found guilty of academic or disciplinary misconduct will have their scholarships terminated.
15. The University reserves the right to involve scholarship recipients in interviews, advertisement, photography or other publicity activities for the purpose of promoting the University. The scholarship recipient assigns to the University any intellectual property or other rights that are created as part of this promotional role.
16. **In the event that a scholarship recipient decides to discontinue studies (without completion of the programme), the scholarship will be forfeited and the recipient is required to reimburse the amount awarded during the completed period of studies (except for Financial Hardship Scholarship).**
17. The University reserves the right to terminate the scholarship offered to students. In such circumstances, the full tuition fees will be payable by the student, from the date of termination and for the remainder of the programme.
18. The University reserves the right to make any amendment to the terms and conditions and inform the recipients accordingly either in advance or later.

## ADDITIONAL TERMS AND CONDITIONS FOR FINANCIAL HARDSHIP

1. Applicants must meet the application criteria as stated as below:
  - a) Financial Hardship Scholarship applicants must have excellent academic result, minimum eligible for High Achiever Scholarship.
  - b) Applicants must provide the proof of financial hardship with all supporting documents.
2. Applicants must submit all required documents supporting the application. Incomplete applications will not be considered.
3. Only shortlisted candidates will be invited for an interview by the Scholarship Committee. Heriot-Watt University Malaysia reserves the right to refuse any application without disclosing the reasons for such refusal.
4. Forecast examination results can be considered for the scholarship application, if official finalised results are not available at the time of application. All applications will be considered and the scholarship may be awarded conditional on the achievement of specified results. Proof of finalised results must be provided within two weeks of their official release or the University reserves the right to rescind the conditional award of the scholarship.
5. The official results must be equal to or better than the forecast results submitted for the initial scholarship consideration. Should the official results not equal or better than the forecast results used in the award of the scholarship, the University reserves the right to withdraw or reduce the scholarship award.
6. Successful applicants will receive written official notification of the scholarship offer within two weeks after the end of the scholarship selection process.
7. The decision of the University and the selection committee is final.

**DOCUMENT CHECK LIST (FOR ALL SCHOLARSHIP AWARDS/SCHEMES)**

- 1.  Completed Application Form *(All Scholarship applicants)*
  - 2.  Personal Statement *(Financial Hardship Scholarship, only)*
  - 3.  Supporting documents *[tick, if applicable]*
    - Certified true copy of all academic results, transcripts and certificates *(All Scholarship applicants)*

**For Financial Hardship Scholarship, Applicant only:**

    - EA form of applicant/ spouse/ parent(s) / guardian (if parent/guardian is retired, last EA form of pre-retirement is required)
    - Income Tax B or BE form of applicant/ spouse / parent(s) / guardian (if parent/guardian is not taxable, empty approved B or BE form is required)
    - Pension card and pension statement (x 3months) (if applicant/ spouse/ parent/guardian is a government sector retiree)
    - EPF statement before and after retirement (if applicant/ spouse / parent/guardian is a private sector retiree)
    - Death certificate (if parent has passed away and living with single parent/guardian)
    - Divorce certificate (if parents are legally divorced and living with single parent/guardian)
    - A detailed comparison of monthly total household income against monthly expenses (attach and list copy of bills/bank statements as proof of each expense)
  - 4.  Receipt of registration fee of RM500 *[non-refundable]*
- Note: Items 2 and 3 to be placed in a sealed envelope, addressed to Scholarship and Financial Aid unit, HWUM and submitted together with this form.**

**Remarks:**

1) **Personal Statement**

Please tell us on a separate piece of paper in not more than 500 words:

- i. Why you wish to undertake the programme?
- ii. How you envisage this qualification to contribute to the future development of your career?
- iii. Why you should be selected for this scholarship?

You are advised to provide a concise and accurate description of your financial circumstances as well as a cash flow forecast for the time you will be undertaking your studies (details of income set against all expenditures). Explain how you would expect to finance your studies, if you do not obtain this scholarship. You may be asked to provide evidence to support any points where relevant (salary statement and income tax filing statement will be accepted and treated with strict confidentiality by the Scholarships Committee).

<b>FOR OFFICE USE ONLY</b>	
<b>Date Received:</b>	<b>Scholarship Scheme Approved:</b>
<p><b>Marketing and Student Recruitment</b></p> <p>Verified and processed by:</p> <p><input type="checkbox"/> Approved      <input type="checkbox"/> Rejected</p>  <p>_____</p> <p>Name:</p> <p>Date:</p>	<p><b>Scholarship and Financial Aid Unit – Student Support Services</b></p> <p>Verified and processed by:</p> <p><input type="checkbox"/> Approved      <input type="checkbox"/> Rejected</p>  <p>_____</p> <p>Name:</p> <p>Date:</p>

**For new students:**

Please attach this form to your Student Application Form and submit all completed forms to:

**Student Recruitment and Admissions office**

Heriot-Watt University Malaysia  
Level LG East Building, No. 1, Jalan Venna P5/2,  
Precinct 5, 62200 Putrajaya  
Email: [MYAdmissions@hw.ac.uk](mailto:MYAdmissions@hw.ac.uk)  
Tel: +603 – 8894 8888

**For existing students:**

Please complete this form and submit it, along with relevant documents, to:

**Scholarship and Financial Aid unit**

**Student Support Services**

Heriot-Watt University Malaysia  
Level G East Building, No. 1, Jalan Venna P5/2,  
Precinct 5, 62200 Putrajaya  
Email: [MYScholarship@hw.ac.uk](mailto:MYScholarship@hw.ac.uk)  
Tel: +603 – 8894 3615