MAHSA COLLEGE
SABAH CAMPUS

TERMS AND CONDITIONS OF ADMISSION & ENROLMENT

1. ADMISSION REQUIREMENT

1.1 The acceptance of your application for admission to the programme is contingent upon your satisfaction of the Programme Entry Requirements, as specified by MAHSA College Sabah, the Ministry of Higher Education (MOHE) and any applicable Professional Bodies. The fulfilment of these requirements must be evidenced by the submission of the following documents:

- Certified true copies of all relevant academic certificates and/or transcripts
- Certified true copy of proof of English proficiency (if applicable)
- Certified true copy of the applicant's Malaysian National Registration Identity Card (NRIC) (for Malaysian applicants), OR a Certified full-page copy of the applicant's Passport (for international applicants)
- Two (2) passport-sized photographs
- Health Assessment (as set out in clause 5.4 hereof)

2. FEES PAYMENT

2.1 All fees remitted to MAHSA College Sabah must be substantiated by the submission of original bank documentation, which shall serve as proof of payment.

2.2 The fee particulars as delineated in the Fee Schedule are deemed accurate as at the time of publication and/or during the consultation with the applicant in the admission process. MAHSA College Sabah reserves the absolute right to alter the fee structure at its sole discretion without prior notice. In the event that payment is not received subsequent to the issuance of an offer, the applicant shall be bound by the revised fee structure. The fee particulars will be provided in conjunction with the offer of admission.

2.3 International students are required to remit the full fees for the entire academic year in advance. Payment must be effected in accordance with the approved fee structure, and failure to comply may result in the termination of enrolment. Students shall ensure that all outstanding fees are settled to facilitate the renewal of their student visa.

2.4 A late payment charge of RM100 per week shall be imposed upon any student who fails to settle their tuition fees by the stipulated deadline.

2.5 It is the responsibility of students to regularly ascertain their outstanding fee status via the Students' Portal or through direct inquiry with the Finance Department (Bursary), and to make the requisite payments accordingly.

2.6 For Malaysian students utilizing PTPTN loans, sponsorships, or EPF, the amount payable may be subject to variation pending the approval of such financial instruments. In the event that the application for PTPTN, sponsorships, or EPF is declined, the student shall be required to pay the full first-year fees forthwith upon receipt of notification of the decline or rejection of their application.

2.7 Students benefiting from MAHSA College Sabah Scholarship shall be obligated to undertake the performance of specified scholarly hours, which shall be set forth in a separate Scholarship Agreement.

2.8 All payments to MAHSA College Sabah shall be made to the designated account as specified below:

PAYMENT

Payable to	: Aturan Utama Sdn. Bhd.
Accepted Methods	: Cheque / Bank Draft / Money Order / Credit Card / Debit Card / E-Wallet / Online Banking
Bank Name	: CIMB Bank
Account Number	: 80-0293075-6

2.9 Students are hereby required to refer to the Student Handbook for any additional terms and conditions relating to fees and payments; and shall be legally bound to adhere to the provisions contained therein.

3. REFUND POLICY

3.1 General Refund Conditions:
All fees remitted to MAHSA College Sabah, upon receipt, are hereby declared to be strictly non-refundable and non-transferable.

3.2 Exceptions for Refund Consideration:

- Non-Commencement of the Programme: If the programme fails to commence within six (6) months from the registered intake date, any request for a refund, submitted in accordance with the prescribed appeals procedure, may be considered at MAHSA College Sabah's sole discretion.

- Medical Incapacitation: Where a student is rendered medically incapacitated, as substantiated by a duly verified medical report issued by a licensed medical practitioner and accepted by MAHSA College Sabah, a refund request may be considered on a case-by-case basis, subject to the documentation provided.

- Visa Rejection (International Students): Refunds shall be considered solely for international students whose visa applications are rejected, in strict compliance with the policies and guidelines as prescribed by Education Malaysia Global Services (EMGS).

3.3 Appeal of Refund and Final Determination:

- Any student seeking a refund under the circumstances set forth herein must submit a formal written appeal, accompanied by all requisite supporting documentation, to the Finance Department/Bursary of MAHSA College Sabah.

- Should a refund be approved, the processing thereof shall be completed within six (6) months from the date of receipt of the formal written request.

- MAHSA College Sabah reserves the right to amend this policy at any time without prior notice.

- All determinations regarding refunds shall be made at the absolute discretion of MAHSA College Sabah and shall be final and binding upon all parties.

- Any approved refund must be claimed within one year from the date of notification, failing which the unclaimed amount shall be deemed to have been irrevocably allocated to MAHSA College Sabah's student scholarship programme for the enhancement of student activities or facilities.

4. INSTITUTION AND PROGRAMME REGULATIONS

Students are required to adhere to all institutional and academic rules and regulations set forth by MAHSA College Sabah, including but not limited to the eligibility criteria and requirements for admission to the programme, attendance, examination requirements, code of conduct, dress code, and other related policies.

5. OTHER TERMS AND CONDITIONS

5.1 MAHSA College Sabah's MASTERCLASS and PRIDE Education Pathway:

Students are hereby obliged to enrol in master classes and professionally accredited courses provided by MAHSA College Sabah under the PRIDE Education Pathway. These courses are intended to augment essential soft skills and enhance employability, thereby ensuring that graduates remain pertinent to current industry requirements.

5.2 English Proficiency:

All students shall be required to provide evidence of English language proficiency commensurate with the requirements of their respective programme. In the absence of such evidence, students shall be mandated to undertake an English placement test as determined by MAHSA College Sabah. Students who do not meet the prescribed English proficiency standards for their programme shall be required to enrol in preparatory English programmes until they attain the requisite level of proficiency.

5.3 Residential Requirement:

Students under the age of 21 shall be required to reside on campus unless they satisfy specific criteria, including but not limited to residing with a spouse or having immediate family within a 30-kilometre radius of the campus. Any request for an exemption must be submitted in writing, supported by appropriate documentation, and shall be subject to approval by MAHSA College Sabah at its sole discretion.

5.4 Health Assessment:

All students shall be required to undergo a health assessment prior to enrolment. For Malaysian students, such an assessment shall be conducted during the Registration period by a panel appointed by MAHSA College Sabah. For international students, a medical declaration must be submitted at the time of application, with a subsequent medical assessment to be arranged through Education Malaysia Global Services (EMGS), a body overseen by the Ministry of Higher Education Malaysia, upon arrival. Furthermore, all students shall be required to undergo an annual health assessment, to be conducted by a panel appointed by MAHSA College Sabah during Re-Registration period.

5.5 Clubs and Societies:

Active participation in clubs, societies, and MAHSA College Sabah's social responsibility initiatives is expected of all students.

5.6 Right to Placement in Bridging, Preparatory or Student Success Programmes:

MAHSA College Sabah reserves the absolute right, at its sole discretion, to place any student in bridging, preparatory, or student success programmes as may be deemed necessary to ensure that the student meets the academic standards of the respective programme. Such programmes are designed to equip students with the requisite skills and qualifications for the successful completion of their chosen course of study.

5.7 Professional Conduct:

Students, together with their parents and guardians, are required to interact with MAHSA College Sabah's staff, fellow students, and other parents or guardians in a respectful and professional manner at all times. Any conduct deemed unprofessional, disrespectful, or disruptive may render the responsible party subject to disciplinary action in accordance with MAHSA College Sabah's policies.

5.8 Communication:

Students, parents, and guardians must at all times adhere to professional decorum when disseminating or publishing any information pertaining to MAHSA College Sabah across any medium, whether written, visual, or auditory, including but not limited to social media, printed materials, and other electronic platforms. Under no circumstances shall any party defame, damage, or otherwise compromise the reputation of MAHSA College Sabah, its staff, or its stakeholders. Any such conduct shall subject the offending party to disciplinary action, and MAHSA College Sabah reserves the right to pursue legal recourse where necessary.

6. FINANCIAL ASSISTANCE AND SCHOLARSHIPS

6.1 Students requiring financial assistance may approach the STAR Office for support. Scholarships are available and applied through MAHSA College Sabah's official website.

7. VERIFICATION OF INFORMATION AND LIMITATION OF LIABILITY FOR UNAUTHORISED REPRESENTATIONS

In the event that a prospective student has received advice, counselling, or information from any sales representative, marketing agent, officer, staff member, or any other individual acting in any capacity whatsoever prior to enrolment into any programme offered by MAHSA College Sabah or any of its affiliated Colleges or institutions, the prospective student shall have a duty to verify all such information independently. Such verification must be undertaken through the College's official and published sources, which include but are not limited to the College's official website, approved brochures, marketing collaterals, and any formal correspondence or documents expressly issued or signed by the Board of Directors or authorised representatives of MAHSA College Sabah.

For the avoidance of doubt, any such formal correspondence or documents shall include, but not be limited to, the official Offer Letter of Admission, financial aid award letters, letters of undertaking, or any written confirmation issued on the College's official letterhead and duly signed by an authorised officer of the College. Verbal assurances, informal communications, or statements not documented in such formal correspondence or written communication by any information provider through any platform—except the official sources stated in the preceding paragraph—shall not be binding upon the College.

MAHSA College Sabah, including its Board of Directors, Management, academic and non-academic staff, employees, contractors, representatives, agents, affiliates, subsidiaries, and any persons acting on its behalf, shall not be held liable or responsible for any assurances, representations, promises, inducements, or statements made by any such individual, unless the same is expressly confirmed in an official document issued by the College as outlined above.

Prospective students are expressly advised not to rely solely on verbal, informal, or unauthorised communications when making decisions regarding enrolment. They are expected to exercise due diligence and shall be wholly responsible for ensuring the accuracy and adequacy of all information relied upon in connection with their enrolment. MAHSA College Sabah shall not be held liable for any claim, complaint, or allegation of misrepresentation or misleading information unless it is clearly demonstrated that such information was directly issued or authorised by the College through its formal and verifiable channels.

8. CHANGES AND AMENDMENTS

8.1 MAHSA College Sabah reserves the right to amend these Terms and Conditions and to introduce additional requirements to meet the evolving expectations of regulatory bodies and MAHSA College Sabah.