

REHDA MALAYSIA MRED BURSARY APPLICATION FORM

PLEASE READ THE FOLLOWING INFORMATION BEFORE YOU COMPLETE THE APPLICATION FORM:

1. The Bursary is **OPEN TO ALL STAFF OF REHDA & REHDA ORDINARY MEMBERS ONLY**.
2. Applicants are **NOT UNDER ANY FINANCIAL OR SPONSORSHIP CONTRACT** with any other agency at the time of this application and throughout the MRED programme.
3. Please read the **MRED bursary terms in SECTION L** before completing the application form.
4. The applicant should **COMPLETE ONE (1) SET** of Bursary application form.
5. The completed application form **must be returned** to REHDA Malaysia **on/before the given deadline**.
6. **INCOMPLETE APPLICATION FORM WILL NOT BE PROCESSED.**

Delete whichever is **NOT applicable*

*** Please use a separate sheet if necessary and attach together with this form*

- i. **REHDA Member: Yes / No *** **Please state your REHDA Branch:** _____
- ii. **Do you receive any financial or sponsorship contract with any other agency at the time of application and throughout the MRED programme: Yes / No ***

SECTION A – PERSONAL DETAILS

1. Name: _____ (as in Identity Card)
2. I.C. No: _____ 3. Sex: Male / Female
4. Nationality: _____ 5. E-mail: _____
6. Intake Year: _____ (eg: Sept 2021) 7. Student Status: FT / PT *
8. Student Reg. No.: _____ 9. Contact No: _____
10. Correspondence Address: _____

11. Company Address: _____

- Office Contact No.: _____ Employment Status: Permanent / Contract *

Note: FT: full-time; PT: part-time

SECTION B – ACADEMIC QUALIFICATION

12. Academic Details:

No	Bachelor Degree	Name of Institution (s)	CGPA

Note: Please attach a Certified True Copy (CTC) of the Degree Certificate and Transcript

SECTION C – CURRENT EMPLOYMENT INFORMATION

13. Current Employment:

Company Name	Current Position	Duration (years)	Last Drawn Salary (RM)

14. Income from other sources (if any):

No	Source (s)	Monthly Amount (RM)

SECTION D: WORKING EXPERIENCE

15. Previous Employment:

No	Company Name	Position	Industry (eg: real estate, engineering, etc.)	Duration (years)

SECTION E – DEPENDENTS' INFORMATION

16. List of Dependents' (if any):

No	Name	Relationship

SECTION F – FINANCIAL ASSISTANCE INFORMATION

17. Please state your plan (other than this Bursary) to fund your studies.

SECTION G – OTHERS

18. Please state any other relevant facts/information in support your application.

Note: Please attach any supporting documents to support your application.

SECTION H – REFERENCE

19. Please provide the details of one (1) of your top management level in your current company who recommends you to apply for this Bursary.

Name	:	
Position	:	
Contact No.	:	
Email	:	

Note: Please attach a letter of recommendation.

SECTION I – DECLARATION BY STUDENT

- I confirm that I have read all the terms and conditions in respect of this application and I hereby agree to be bound by the same.
- I declare that the information contained in this application form and the attached documents are true and accurate to the best of my knowledge at this time.
- I further acknowledge that REHDA Malaysia reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information and that should the information be found false at any stage, the Bursary will be terminated immediately and I will be liable to re-pay to REHDA Malaysia the total sum of any payments already received.

Signature of Applicant	Date

SECTION J – CHECKLIST FOR APPLICANT

Please attach a copy of the following documents:

- A certified copy of Identity Card
- A certified copy of Degree Certificate and Transcript
- A certified copy of UTAR offer letter
- A letter of recommendation by your top management level
- Others (*supporting documents, if any*)

Note: Please obtain the Certified True Copy (CTC) document from your employer.

SECTION K – FOR OFFICE USE

Date Received:	Complete and Processed:	Incomplete: <ul style="list-style-type: none"> <input type="checkbox"/> A certified copy of Identity Card <input type="checkbox"/> A certified copy of Degree Certificate and Transcript <input type="checkbox"/> A certified copy of UTAR offer letter <input type="checkbox"/> A letter of recommendation by your top management level <input type="checkbox"/> Others (<i>supporting documents, if any</i>)
Name of Staff in-charge:		Date:
Remarks:		

SECTION L – MRED BURSARY TERMS

A. BURSARY FEATURES

Open to all REHDA and REHDA Ordinary Member companies who are keen and eligible to further their study in the MRED programme either as a full-time or part-time student.

B. CATEGORY OF BURSARY

1. Full or partial tuition fees.
2. Other bursaries (the committee may decide on other forms of Bursary).

C. ELIGIBILITY REQUIREMENTS

1. Applicants are new students who have been accepted to enrol into the MRED programme by UTAR and must also meet the following criteria to be eligible for the Bursary:
 - i. The applicants must have Bachelor's Degree with a minimum **CGPA of 3.00** in related academic fields and/or;
 - ii. The applicants must have a minimum of **five (5) years** of working experience in the real estate industry;
 - iii. Any other requirements are subject to the discretion of the committee.
2. The applicants must be permanent employees with a minimum of three (3) years of service in REHDA or REHDA Ordinary Member company and shall remain in service throughout the MRED programme.
3. Applicants are not under termination or disciplinary actions during their job tenure with their company.
4. Applicants must be recommended by the highest level of management in their company to apply for the Bursary.
5. Applicants are not under any financial or sponsorship contract with any other agency at the time of application and throughout the MRED programme.

D. TERMS OF BURSARY

1. Full or partial bursary amount shall cover the course tuition fees of up to RM22,000 for the MRED programme (*as stipulated by the UTAR programme fee structure*).
2. Other bursaries amount shall cover specific fees/amount as stipulated in the Bursary.
3. This Bursary shall exclude:
 - a. Fees paid by students for repeating the course and programme.
 - b. Additional fees imposed for students exceeding the minimum duration of the programme, that is one (1) year for Full-Time and two (2) years for Part-Time.
 - c. Additional fees imposed for activities beyond the programme fee structure such as fees for extracurricular activities, student exchange programme and field trips.
4. Bursary amounts are not exchangeable for cash.
5. Successful applicants are required:
 - a. To **submit each trimester's academic results transcript** before the subsequent tranche of the Bursary is released.
 - b. To **maintain a minimum GPA of 3.00** at the end of each academic semester.
 - c. To **achieve at least "A-minus (A-)" in either one of the three (3) REHDA Institute's papers**, i.e. MKOR15203 (Property Development Process), MKOR15503 (Post-Property Development) and MKOR15603 (Property Marketing and Sales).

E. MAXIMUM DURATION OF BURSARY

1. Full-time student - one (1) year.
2. Part-time student - two (2) years.

F. REPAYMENTS

1. Bursaries – Nil.
2. In exchange, the applicants shall agree to contribute their time working with REHDA Institute on a part-time basis as per bond condition (*please refer to item H*).

G. DISBURSEMENT

1. Direct to UTAR based on credit hours taken in the semester (*details to be finalised with UTAR - letter of undertaking, mechanism of payments, etc.*).
2. The amount of disbursement is based on the percentage of Bursary.

SECTION L – MRED BURSARY TERMS (cont'd)

H. BOND

On successful completion of the MRED programme, the applicants shall contribute to the industry by working on research papers with REHDA Institute on a part-time, pro bono basis in accordance to the type of Bursary received.

- a. Full or partial Bursary tuition fees – up to three (3) research papers deemed suitable by REHDA Institute.
- b. Other bursaries - committee to decide on the applicants' contribution.

I. BURSARY TERMINATION

1. The MRED Bursary Committee may terminate the Bursary if the applicants:
 - a. fail to meet the terms and conditions of the Bursary.
 - b. fail to maintain satisfactory academic progress.
 - c. have been suspended or excluded from the university during the course of study.
 - d. have provided incorrect, false or misleading information or withheld relevant information on your bursary application or after receiving an offer.
 - e. face disciplinary action with a written letter from HR and/or UTAR.
2. If the Bursary is terminated, the applicants shall not receive any further payments and shall be required to repay all the Bursary paid in full within three (3) months of notice by the Committee.

J. DECISION OF THE COMMITTEE

Decision of the MRED Bursary Committee shall be final and not subject to further appeals.