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|  | <b>UNIVERSITI KUALA LUMPUR ROYAL<br/>COLLEGE OF MEDICINE PERAK<br/>CAMPUS LIFESTYLE DEPARTMENT</b><br><br><b>PROCEDURE OF MARA LOAN APPLICATIONS</b> | Doc. No:     | UniKL/RCMP/<br>CLD/ML-01 |
|   |  | Revision No: | 02                       |
|   |  | Date:        | 08 Sept 2017             |
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| Prepared by :<br><br><br><br>Name : Wan Norazlina Abdul Rani<br><br>Position : Officer<br>Campus Lifestyle Dept.<br><br>Date : 11 Sept 2017 | Approved by :<br><br><br><br>Name : Prof. Dr. Noorzaid Muhamad<br><br>Position : Deputy Director<br>Student Development & Campus Lifestyle<br>Dept.<br><br>Date : 11 Sept 2017 |
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### AMENDMENT RECORDS

| No. | Date         | Justification  | Revision No. | Approved by                            |
|-----|--------------|--|--------------|--|
| 1   | 09 May 2014  | Establishment  | 00           | CEO,<br>UniKL RCMP                     |
| 2   | 01 July 2017 | Upgrading of ISO 9001:2015<br><br>Amendment on :<br>- Change of Dept. name<br>- Process flow   | 01           | Deputy Director,<br>SDCL UniKL<br>RCMP |
| 3   | 08 Sept 2017 | Amendment on:<br><br>1. Procedure 6.0<br>- Deletion of process flow no 11 :<br>Loan active for successful applicant<br><br>2. Description 7.0<br>- Deletion of description no 11:<br>Loan activated for successful applicants.<br>Allowance and tuition fee paid directly to<br>student accounts or college. | 02           | Deputy Director,<br>SDCL UniKL<br>RCMP |

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## **1.0 OBJECTIVE**

- 1.1 To provide guidelines for Students Loan Application.
- 1.2 To assist UniKL RCMP and designated staff in handling loan application in systematic and proper way.

## **2.0 SCOPE**

- 2.1 This procedure covers all matters pertaining to Loan Application for both full time and part time students handled by Campus Lifestyle Dept., UniKL RCMP.

## **3.0 REFERENCES**

- 3.1 Majlis Amanah Rakyat (MARA)
- 3.2 Campus Lifestyle Dept., UniKL RCMP

## **4.0 DEFINITIONS / ABBREVIATIONS**

- 4.1 HOD : Head of Department
- 4.2 CLD : Campus Lifestyle Department
- 4.3 MARA : Majlis Amanah Rakyat

## **5.0 RESPONSIBILITY**

- 5.1 The HOD is responsible to monitor and ensure that this procedure is adhere to.
- 5.2 Executive/Officer from Campus Lifestyle Dept. are responsible for filing, submitting the application form and agreement of sponsorship or loan to department agencies.



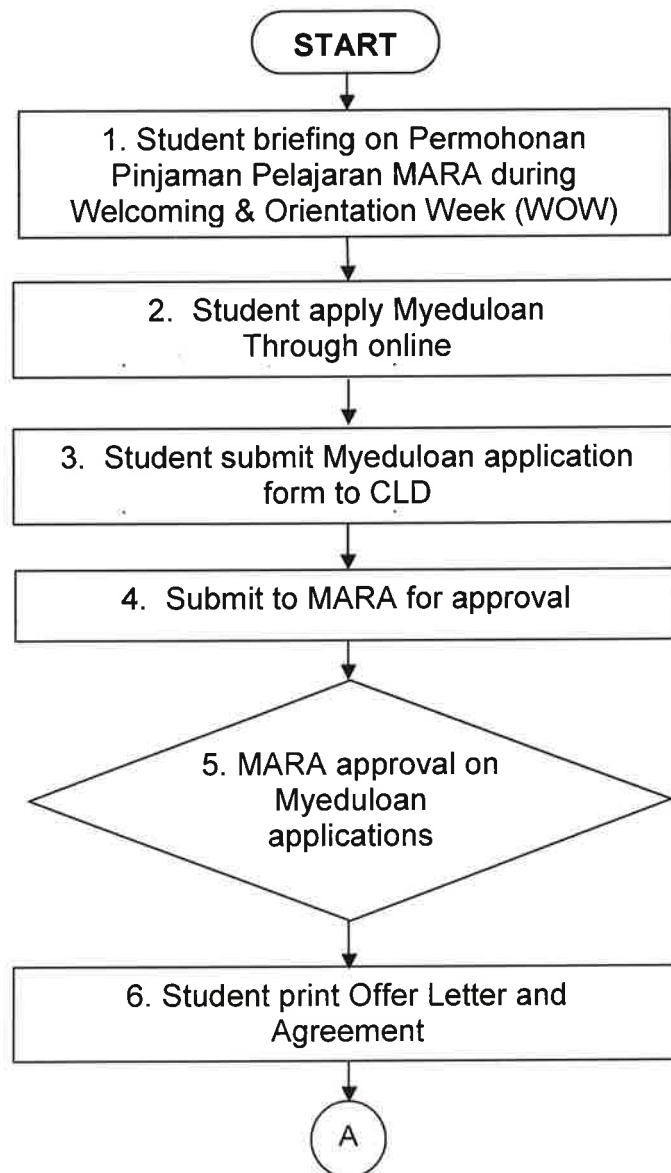
**UNIVERSITI KUALA LUMPUR ROYAL  
COLLEGE OF MEDICINE PERAK  
CAMPUS LIFESTYLE DEPARTMENT**

**PROCEDURE OF MARA LOAN APPLICATIONS**

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## 6.0 PROCEDURE

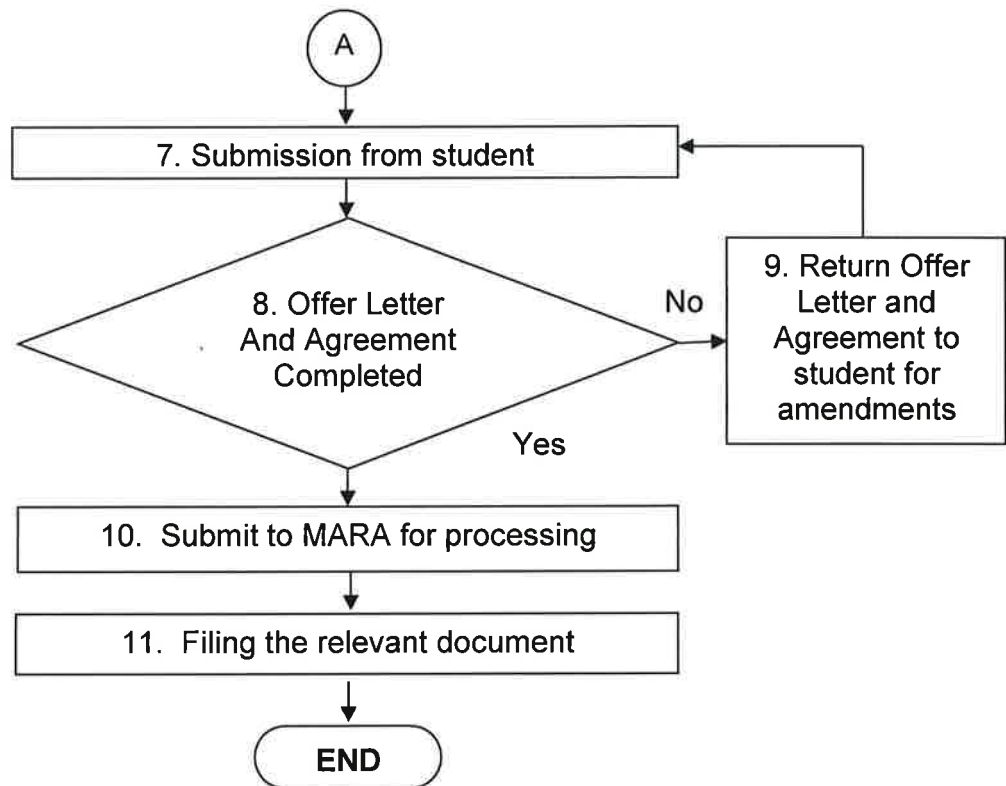
6.1 Refer to the process flow chart as below.






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## 7.0 DESCRIPTION

| No  | Description   | Time / Duration         | Person In Charge | Document                     |
|-----|---|-------------------------|------------------|------------------------------|
| 1.  | CLD/MARA personal to give briefing on Permohonan Pinjaman Pelajaran MARA on online application steps, requirement and policy. | Week of Welcoming (WOW) | CLD/MARA         | Myeduloan Online Application |
| 2.  | Student to apply , online application through loan institution website guided by CLD.   | 1 month                 | CLD              | Myeduloan Online Application |
| 3.  | Student to submit online application form to CLD.   | 3 weeks                 | CLD              | Myeduloan Application Form   |
| 4.  | CLD to check and verify on completion of online application document before submission to MARA.                               | 3 weeks                 | CLD              | Myeduloan Application Form   |
| 5.  | MARA to verify and approved online application form.  | 2 months                | CLD/MARA         | Myeduloan Application Form   |
| 6.  | Student to print Offer Letter and Agreement with other related documents.   | 2 weeks                 | CLD              | Offer Letter & Agreement     |
| 7.  | Student to submit Offer Letter and Agreement verify by CLD.   | 2 weeks                 | CLD              | Offer Letter & Agreement     |
| 8.  | CLD to check and verify on completion of document before submission to MARA.  | 2 weeks                 | CLD              | Offer Letter & Agreement     |
| 9.  | Returned of Offer Letter and Agreement to student if document incomplete and errors identified.                               | 1 week                  | CLD              | Offer Letter & Agreement     |
| 10. | Offer Letter and Agreement completed,   |                         |                  | Offer Letter &               |

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|-----|-------------------------------------|---------|----------|--|
|     | CLD submitted to MARA for approval. | 1 week  | CLD/MARA | Agreement                                      |
| 11. | CLD filing the relevant document.   | 1 month | CLD      | Myeduloan<br>Application Form,<br>Offer Letter |

## 8.0 RECORDS

| No | Title / Records   | Location / Responsibility   | Retention Period         |
|----|---|-----------------------------|--------------------------|
| 1. | Borang Permohonan Pembiayaan MARA.<br><br>- Diploma Program<br><br>- Bachelor Program | Campus Lifestyle Department | 3 years<br><br>4/5 years |