


	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK CAMPUS LIFESTYLE DEPARTMENT PROCEDURE OF PTPTN LOAN APPLICATIONS	Doc. No:	UniKL/RCMP/CLD/PTL-02
		Revision No:	02
		Date:	08 Sept 2017
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Prepared by :  Name : Wan Norazlina Abdul Rani Position : Officer Campus Lifestyle Department Date : 11 Sept 2017	Approved by :  Name : Noorzaid Bin Muhamad Position : Deputy Director Student Development & Campus Lifestyle Department Date : 11 Sept 2017
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AMENDMENT RECORDS

No.	Date	Justification	Revision No.	Approved by
1	09 May 2014	Establishment	00	CEO, UniKL RCMP
2	01 July 2017	Upgrading of ISO 9001 : 2015 Revision - Dept. name - Process flow	01	Deputy Director, SDCL UniKL RCMP
3	08 Sept 2017	Amendment on: 1. Procedure 6.0 i) Amendment on no 7 <i>Submit to PTPTN for approval.</i> <i>Change to Submit to PTPTN</i> ii) Delete item on no 8 2. Description 7.0 i) Amendment on no 7 <i>Offer Letter and Agreement completed,</i> <i>CLD to submit to PTPTN for approval.</i> <i>Change to Submission of Offer Letter and Agreement to PTPTN.</i> ii) Deletion description item on no 8.	02	Deputy Director, SDCL UniKL 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 Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)
- 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 PTPTN : Perbadanan Tabung Pendidikan Tinggi Nasional

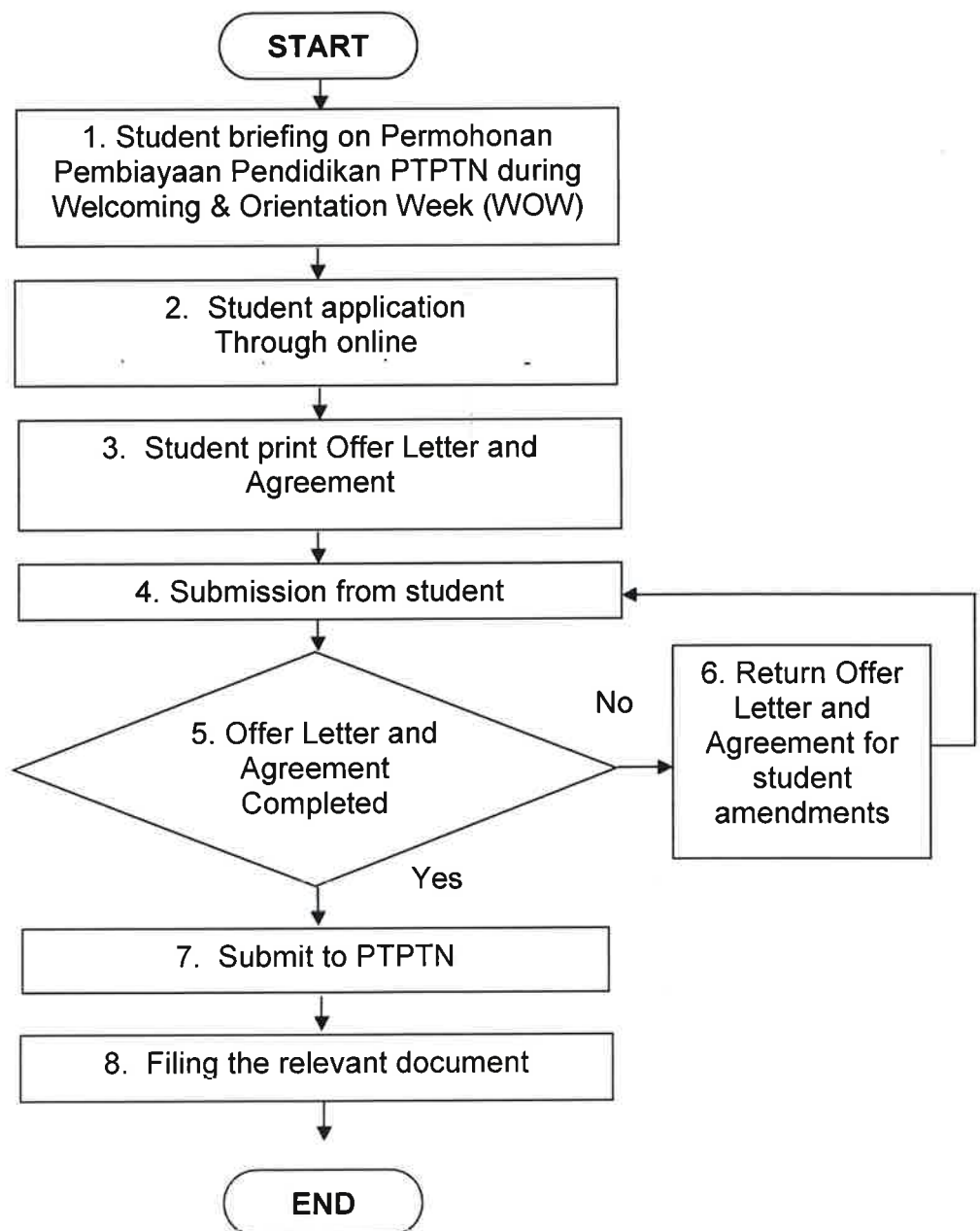
5.0 RESPONSIBILITY


- 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.

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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/PTPTN personal to give briefing on Pembiayaan Pendidikan on online application steps, requirement and policy.	Welcoming & Orientation Week (WOW)	CLD	Pembiayaan Pendidikan PTPTN Online
2.	Student to apply and submit online application through loan institution website guided by CLD.	2 months based on dateline	CLD	Pembiayaan Pendidikan PTPTN online
3.	Student to print Offer Letter, Agreement with other related documents once approved.	2 week	CLD	Offer Letter and Agreement
4.	Student to submit Offer Letter and Agreement verify by CLD before submission to PTPTN.	1 week	CLD	Offer Letter and Agreement
5.	CLD to check and verify on completion of document before submission to PTPTN.	1 week	CLD	Offer Letter and Agreement
6.	Returned Offer Letter and Agreement to student if document incomplete and errors identified.	1 week	CLD	Offer Letter and Agreement
7.	Submission of Offer Letter and Agreement to PTPTN.	1 week	CLD/PTPTN	Offer Letter and Agreement
8.	CLD filing the relevant documents.	1 week	CLD	Permohonan Pembiayaan PTPTN, Offer Letter and Agreement

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8.0 RECORDS

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

