

GUIDELINES FOR PTPTN LOAN APPLICATION

A. WHEN TO APPLY AND WHEN IS THE CLOSING DATE?

BATCH 1 : 01/01 – 31/01	BATCH 4 : 01/06 – 30/06
BATCH 2 : 01/02 – 28/02	BATCH 5 : 01/08 – 31/08
BATCH 3 : 01/05 – 31/05	BATCH 6 : 01/09 – 30/09

B. PROCEDURES FOR ONLINE APPLICATION?

- STEP 1** Open a **CIMB PERSONAL SAVINGS ACCOUNT** @ CIMB Bank
- STEP 2** Open **SKIM SIMPANAN PENDIDIKAN NASIONAL (SSPN)** @ Maybank (IMMEDIATELY can apply PTPTN) OR at Bank Islam Malaysia Bhd (BIMB) (NEXT DAY ONLY can apply PTPTN)
- STEP 3** Buy a **PIN NUMBER FROM BANK SIMPANAN NASIONAL (BSN)** at RM5
- STEP 4** Log on to <http://www.ptptn.gov.my/gateway/>
Follow the instructions provided. Please refer to ATTACHMENT I on how to fill in online application and submit your online application before the closing date.
- STEP 5** After 7 working days **from the closing date**, log on to <http://www.ptptn.gov.my/gateway/> to check if your application has been approved or rejected.

If rejected, please see the HELP Registry staff for advice.

If APPROVED, please see the important process of submission of documents below:

1. PTPTN Agreement and its Letter of Offer (2 sets)
2. HELP UNIVERSITY Offer Letter (1 copy)
3. 2 Setem Hasil (RM10 x 2 pieces) (can be purchased at any post office)

ALL COMPLETED AGREEMENT ARE TO BE SENT AT ANY NEARBY PTPTN OFFICES. Incomplete submission of documents will not be processed by PTPTN.

SAKSI / WITNESS can also be the Counter PTPTN Officer or HELP University's Officer

IMPORTANT NOTES

*Students who are applying or have applied for the PTPTN loan are required to **PAY THEIR CURRENT OUTSTANDING FEES WHENEVER IT IS DUE.** Confirmation of receiving 1st PTPTN payment are only upon final approval from PTPTN after successful submission of documents.*

Change of major/program

*PTPTN loan will be revoked and will be considered null and void if student transfer program/change major/transfer from HU to HA or HA to HU. Student will have to pay back PTPTN the **FULL AMOUNT OF LOAN RECEIVED** before re-applying for a new loan under the new program/major/institution.*

Expiry date of PTPTN Agreement

*The PTPTN agreement will expire **14 DAYS AFTER THE APPROVAL DATE.** If you do not submit your documents to PTPTN within 14 days of the date of approval, the agreement will expire and no longer be valid.*

C. HOW MUCH OF PTPTN LOAN WILL I GET?

This will depend on the applicant's financial background and monthly income of the family. You may refer to the table below as a guide:

Degree Courses

Income Range	Loan Amount
BR1M Recipients (Parents)	RM13,600.00 / Year
Income < RM8,000	RM10,200.00 / Year
Income > RM8,000	RM6,800.00 / Year

Diploma Courses

Income Range	Loan Amount
BR1M Recipients (Parents)	RM6,800.00 / Year
Income < RM8,000	RM5,100.00 / Year
Income > RM8,000	RM3,400.00 / Year

Mode of Payment

1st payment will be made **1 month after application is submitted and successful.**

Eligibility for the 2nd Payment onwards

Student must obtain **GPA 2.00 and above for every semester.**

D. WHO SHOULD I CALL IF I NEED MORE INFORMATION ABOUT THE PTPTN LOAN?

You can call the following numbers :

1. PTPTN Call Center 03 2193 3000
2. PUAN NOR FARIDA AZMAN (KL/DAMANSARA CAMPUS)
Tel : 03 - 2716 2114
Email : norfarida.azman@help.edu.my
3. PUAN AZIRA BINTI ABD AZIZ (SUBANG 2 CAMPUS)
Tel : 03 - 7849 3056
Email : azira.aziz@help.edu.my

E. HOW DO I APPLY IF I HAVE PREVIOUS LOAN FROM PTPTN?

(Applicable to those with previous PTPTN loan for Diploma/Foundation only)

New application can only be made after the closure of the previous loan. To do so, you are required to fill in the 'Borang Permohonan Penangguhan Bayaran Balik' which can be downloaded from the PTPTN Website and attached together with:

1. **Offer Letter** of HELP University of the new programme.
2. **Confirmation Letter** which states the expected date of programme completion.
(To request from the Registry Counter : ready after 3 working days)

Completed form are to be sent directly to any PTPTN Office nearby.

HOW TO REGISTER PTPTN ONLINE APPLICATION

1. Go to <http://www.ptptn.gov.my/gateway/>
2. For first time application, fill in the information in the column based on the PIN Number slip purchased from BSN.



PENDAFTARAN KALI PERTAMA
Sila daftar untuk akses ke sistem pinjaman pendidikan

LOGIN UNTUK MEMOHON PINJAMAN

No. Kad Pengenalan:

Sila isikan No Kad Pengenalan tanpa mengisi sebarang (-, /, ruang kosong)
Masukkan Maklumat No. PTPTN yang dibeli daripada BSN

Tarikh (hhbbtt):

Masa (jjmmss):

No. PTPTN:

Daftar

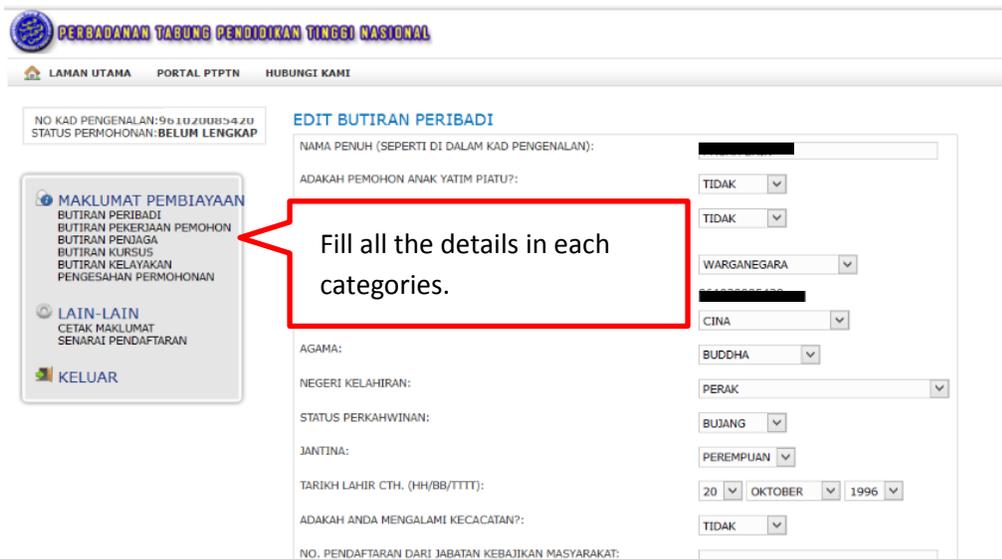
3. Once successful, you are requested to create a password for your PTPTN Online.

HOW TO APPLY PTPTN ONLINE APPLICATION

1. Go to <http://www.ptptn.gov.my/gateway/login.jsp> and enter your NRIC and password.
2. Select new application (PENDAFTARAN BARU).



3. Read carefully and fill in all the details.



4. For 'BUTIRAN KURSUS' category, fill in as per below

Bachelor Degree Program : IJAZAH PERTAMA SEPENUH MASA

Diploma Program : DIPLOMA SEPENUH MASA

EDIT BUTIRAN KURSUS

JENIS IPT:	IPTS
NAMA INSTITUSI:	UNIVERSITY HELP
MOD PENGAJIAN:	SEPENUH MASA
TAHAP PENGAJIAN:	IJAZAH PERTAMA SEPENUH MASA
NAMA PROGRAM/KURSUS PTPTN :	<input type="text" value="CARI"/> SCROLL DOWN AND LOOK FOR YOUR COURSE BB602 - SEPENUH MASA-BACHELOR OF MANAGEMENT (HONS)
TEMPOH PENGAJIAN:	3 TAHUN
TARIKH MULA PENGAJIAN (MENGIKUT SURAT TAWARAN):	1 SEPTEMBER 2015 CHOOSE THE CLOSEST INTAKE DATE (eg. AUG INTAKE - 01/09/2016)
NO. MATRIK:	<input type="text"/> STUDENT ID NUMBER
NAMA BANK (ADALAH SEPERTI YANG DITETAPKAN OLEH IPT):	COMMERCE INTERNATIONAL MERCHANT BANK (CIMB) SILA KLIK DI SINI UNTUK MENDAPATKAN BUTIRAN BERKENAAN BANK ANDA
NO. AKAUN:	<input type="text"/> YOUR CIMB BANK ACCOUNT NUMBER

5. Please check your application details before submitting. Changes are not available once application is submitted.

LAMAN UTAMA PORTAL PTPTN HUBUNGI KAMI

NO KAD PENGENALAN:
STATUS PERMOHONAN: **BELUM LENGKAP**

MAKLUMAT PEMBIAYAAN
BUTIRAN PERIBADI
BUTIRAN PEKERJAAN PEMOHON
BUTIRAN PENJAGA
BUTIRAN KURSUS
BUTIRAN KELAYAKAN
PENGESEHAN PERMOHONAN

LAIN-LAIN
CETAK MAKLUMAT
SENARAI PENDAFTARAN

KELUAR

PENGESEHAN PERMOHONAN

Sila periksa butiran-butiran yang mustahak di bawah. Pastikan maklumat-maklumat yang tertera adalah tepat.

SEMAKAN KELAYAKAN PERMOHONAN
STATUS SEMAKAN PERMOHONAN DENGAN PEMBIAYAAN YANG SEDIA BERJAYA
ADA:
STATUS SEMAKAN NO AKAUN SSPN: [REDACTED] - NO AKAUN SSPN ANDA ADALAH SAH

BUTIRAN PERIBADI
NAMA PENUH (SEPERTI DI DALAM KAD PENGENALAN):
NO. KAD PENGENALAN:
NAMA INSTITUSI: UNIVERSITY HELP
NAMA PROGRAM/KURSUS PTPTN : BB602 - SEPENUH MASA-BACHELOR OF MANAGEMENT (HONS)
TEMPOH PENGAJIAN: 3 TAHUN
NAMA BANK (ADALAH SEPERTI YANG DITETAPKAN OLEH IPT): COMMERCE INTERNATIONAL MERCHANT BANK (CIMB)
NO. AKAUN:
GAJI BERSIH SEBULAN(BERDASARKAN SLIP GAJI) RM:

BUTIRAN PENJAGA
NAMA PASANGAN PEMOHON/ PENJAGA 1:
NO KAD PENGENALAN(BARU/LAMA/TENTERA/POLIS/PASPORT):
JUMLAH GAJI KASAR SEBULAN (BERDASARKAN SLIP GAJI) RM:
JUMLAH GAJI BERSIH SEBULAN (BERDASARKAN SLIP GAJI) RM:
JUMLAH TANGGUNGAN (JUMLAH ANAK-ANAK YANG MASIH DIBAWAH TANGGUNGAN PENJAGA TERMASUKLAH PASANGAN PENJAGA):

MAKLUMAT PENTING

- Sila pastikan semua maklumat pembiayaan anda adalah lengkap dan tepat.
- Selepas Pengesahan Permohonan dilakukan, semua maklumat tidak boleh dipinda. Sekiranya ingin membuat pindaan, perlu membeli no pin yang baru untuk membuat permohonan yang baru.
- Sekiranya anda faham dan jelas dengan syarat-syarat yang ditetapkan, sila klik butang "YA" untuk membuat pengesahan atau butang "TIDAK" untuk semakan semula permohonan.

Ya Tidak

Click 'YA' to submit your application