

Application Form

 Student ID

Programme Details

Programme: _____

 Intake: —
M M Y Y Y Y

Previous Student ID at UCSI (if applicable): _____

Sibling(s) currently enrolled in UCSI (if applicable) : (Name/ID) _____

Personal Details

Please complete all the sections using BLOCK LETTERS.

STUDENT'S DATA

Surname / Family Name

Given Name / Other Name

Name (as in MyKad / Passport)

Nationality

*Place of Birth

Date of Birth

 — —
D D M M Y Y Y Y

Passport No. (For International Students Only)

MyKad No. (For Malaysian Students Only)

 — —

Expiry Date

 — —
D D M M Y Y Y Y

Correspondence Address

State

Country

Postcode

Tel No. with country code

 —

*Religion

 Muslim Christian Hindu Buddhist Others _____

Mobile Phone No.

 —

*Ethnic Origin (For Malaysian Only)

 Malay Pribumi Chinese Indian Others _____

E-mail Address

Enrolment Information

2. If I am not a Malaysian Citizen, I am made to understand that in the event I am not able to obtain the relevant visa from the Malaysian authorities (and strictly and solely for this reason alone), I may apply to UCSI College for a refund of tuition fees paid (but any fees paid towards the Registration Fee and International Student Services Fee are strictly not refundable).

Initial

C. APPLICABLE TO MALAYSIAN STUDENTS ONLY

1. In the event that a refund is requested a 50% refund of initial tuition fees (new students) or Approved Course Selection (existing students) provided withdrawal from the programme is made / submitted before the commencement of the classes, with the exception of Saturday, Sunday and Public Holidays. In the event I have not paid the fees, 50% of the fees based on the initial tuition fees or Approved Course Selection are chargeable. UCSI College has every right to use the Refundable Deposits to offset the outstanding due to the College.
2. In the event that a refund is requested a 30% refund of tuition fees provided withdrawal from the programme is made within seven (7) days from the commencement of the classes. In the event I have not paid the fees, 70% of the fees based on the initial Approved Course Selection are chargeable. UCSI College has every right to use the Refundable Deposits to offset the outstanding due to the College.
3. There shall be NO refund of tuition fees if the withdrawal is done, anytime later and/or not in compliance with the fore-going conditions.

Initial

D. APPLICABLE TO INTERNATIONAL STUDENTS ONLY

1. I hereby agree that all initial tuition fees paid as stipulated in the Letter of Acceptance / Conditional Letter of Offer / Conditional Letter of Acceptance are strictly **NON REFUNDABLE**.
2. In the event that a refund is requested, once the initial fees are fully utilized, a refund amounting to 5% of the Approved Course Selection tuition fees for the **IMMEDIATE** semester will be allowed, provided that the application for the said refund is strictly made **BEFORE THE COMMENCEMENT OF THE SAID SEMESTER** this deadline is imperative to be complied with, failing which UCSI College will not entertain any request for refund.
3. All application should be duly submitted in the prescribed form and not in any other manner whatsoever. In the event I have not paid the fees, 50% of the fees based on the Approved Course Selection are chargeable. UCSI College has every right to use the Refundable Deposits to offset the outstanding due to the College.
4. In the event that a refund is requested, once the initial fees are fully utilized and after the commencement of the semester, a refund amounting to 30% of the Approved Course Selection tuition fees for the **IMMEDIATE** semester will be allowed, provided that the application for the said refund is made **WITHIN SEVEN (7) DAYS FROM THE COMMENCEMENT OF THE SAID SEMESTER** deadline is imperative to be complied with, failing which UCSI College will not entertain any request for refund.
5. All application should be duly submitted in the prescribed form and not in any manner whatsoever. In the event I have not paid the fees, 7% of the fees based on the Approved Course Selection are chargeable. UCSI College has every right to use the Refundable Deposits to offset the outstanding due to the College.
6. I hereby agree to submit my Application Form, Registration Fee and International Students Service Fee and I agree that in the event I am not able to obtain the relevant visa from the Malaysian authorities, all money paid will not be refunded.
7. I hereby agree to remit with immediate effect all initial tuition fees to UCSI College, upon my visa being approved and I being notified of the same, prior to arriving at UCSI College, Malaysia.

Initial

Declaration by Student

1. I hereby declare that all information herein provided is complete, accurate, and true to be the best of my knowledge.
2. I hereby agree that.
(2.1) UCSI College reserves the right to verify the same and I also agree that the College reserves the right to vary or reverse any decision in respect of my registration in the event that the said information is found to be false, incorrect or incomplete.
(2.2) In the event that UCSI College shall forfeit the said fees, I shall not have any claim whatsoever against the College.
3. I also agree that UCSI College reserves the right to alter, amend, change or modify the current published fees and all fees payable shall be the published fees at the time of payment.
4. I hereby understand and / or agree that,
(4.1) All personal data information that are collected on this form and during my enrolment in order to meet UCSI College obligation under the ACT 555: Private Higher Educational Institution Act 1996; to ensure student compliance with the immigration obligation under Malaysian Immigration requirement generally; and that the College can release the information provided to and not limited for the purpose of verifying qualifications and checking references, financial standing, immigration status or any action similar or relevant in nature;
(4.2) UCSI College hereby reserves the right to make use of the said personal data information by me, its related companies or selected parties;
(4.3) I would not hold UCSI College liable for any breach or unauthorized use / access or any loss or damage suffered as a result hereof.
5. I acknowledge that all documents submitted become the property of UCSI College.
6. I hereby understand and agree that it shall be my responsibility to know and abide with all relevant and applicable rules and regulations of UCSI College.

Signature

Date

To be signed by parent / guardian / sponsor if student under the age of 18

Signature

Date

For Office Use Only

- A. Documents Submitted
- i) Local Students
- 3 passport-sized photos
 - Photocopied MyKad
 - Certified SPM/ O-Levels / UEC / SAM / CPU / TOEFL / IELTS / A-Levels / STPM
- ii) International Students
- 4 passport-sized photos with white background
 - A set of colour photocopied passport including Front and Back cover with at least one year of validity period.
 - Certified academic transcript and certificate
 - Medical Report
 - No Objection Certificate (NOC) form for Sub-Sahara Africa countries
 - Letter of declaration from Commissioner of Oaths for the discrepancy of name in the academic transcript and passport
 - Release Letter with the academic result and attendance record

B. Application Status (please circle) Full Acceptance / Conditional / Remarks _____

- C. Foundation Programme, required to do _____ modules
- Direct entry into _____
- Entry with exemption(s) (please specify or attach details)

- D. English Requirement Intensive English Programme English Placement Test
- Exempted Others _____

E. Name of counsellor

F. Remarks

G. Fees

Fees	RM	Receipt No.
Registration (Local)	450	
Application and Registration Fees (International)	1,000	

H. Recruited by Agent Yes No

Code

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If yes, please state the name / company of agent _____

Received and processed by: Student Enrolment Centre _____ Signature Date	Finance Office: _____ Signature Date	Registrar's Office _____ Signature Date
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UCSI College
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