UCSI College®	Photo
Application Form Student ID	
Programme Details	
Programme: Intake: \square M	
Personal Details	
Surname / Family Name	al Status ngle Divorced arried Widowed
Given Name / Other Name *Gende	
Name (as in MyKad / Passport) Image: Image of the second	
Nationality *Place of Birth	<u> </u>
Date of Birth Passport No. (For International Students	Only)
MyKad No. (For Malaysian Students Only Expiry Date Image: Correspondence Address Image: 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	

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Parer	Parent's / Guardian's / Sponsor's Data																														
Name (as in MyKad / Passport) Title: Mr / Mrs / Ms / Madam																															
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MyKad No. (Malaysian) Passport No. (Non-Malaysian)																															
Permanent Address																															
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2. If yes										\bigcirc		cial	., .				ıdei	\sim	, (.		_			ent			_	Diplo	oma	tic	
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Refun	d Pol	icie	es A	۱nd	Pro	oce	dur	'es																							
A. Al	A. APPLICABLE TO ALL STUDENTS																														
	I hereby agree that: 1. The Registration Fee paid is strictly, NON REFUNDABLE under any circumstances.																														
	Registr e the ir																l Cou	irse S	مامد	tion											
3. In th	ne even	t I dr	ор а	ll the	e sub	jects	befo	ore th	ne AD	D/[DRO	P dea	dline	es an								with	draw	al fro	m U	CSI (Colleg	ge, tł	ne col	lege v	vill
charge the full fees based on the initial Approved Course Selection.																															
rules	 UCSI College will refund the following; Caution Fee; Library Deposit; International Student Deposit and Security Bond. However, this is provided that no rules or regulations have been breached and I do not have any outstanding fee with College. In the event of graduation or in the event of a withdrawal the respective forms must be submitted within a maximum of 2 semesters from the event for 																														
Refu	indable	Dep	osit	s as p	ber p	arag	raph	4 ab	ove.																						
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				il to	settle	e my	fee i	n acc	orda	ncet	o th	e res	pecti	ve d	ue da	ate, I s	shall	be lia	able	to p	ay lat	e pa	/mei	nt cha	arges	s that	t shal	l be	levied	l acco	rdingly
	by UCSI College. 8. I will abide to all rules and regulations as stipulated in the UCSI College student handbook.																														
																												Init	ial		

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

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 **IMMEDIAT** 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 be 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 fess 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.

Declaration by Student

1.	I hereby declare that all information he	rein 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 C	Office Use Only									
Α.	Documents Submitted	i) <u>Local Students</u>		ii) <u>International Students</u>						
		3 passport-sized	d photos	4 passport-sized photos with white background a size of the siz	nd					
		Photocopied M	yKad	A set of colour photocopied passport including Front and Back cover with at least one year of	g					
		Certified SPM/ (validity period.						
		SAM / CPU / TO A-Levels / STPN		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						
В.	Application Status (pleas	se circle) 🗌 Full Accer	otance / Conditiona	al / Remarks	_					
C.		🗌 Foundat	on Programme, rec	equired to do modules						
		Direct er	try into		_					
		🗌 Entry wit	h exemption(s) (ple	lease specify or attach details)						
D.	English Requirement	Intensive	English Programm	me 📃 English Placement Test						
	_	Exempte	d	Others	_					
E.	Name of counsellor									
F.	Remarks									
G.	Fees									
	Fees		RM	Receipt No.						
	Registration (Local)		450)						
	Application and Regine (International)	stration Fees	1,00	00						
Н.	Recruited by Agent Code	Yes		No						
	If yes, please state the na	ime / company of ager	ıt							
Rece	eived and processed by:	Finance	 Office:	Registrar's Office						
Stuc	lent Enrolment Centre									
S	ignature Dat	e Signa	iture	Date Signature Date						
Lot 12 5600 Tel: (-	l : enquiry@ucsicollege.edu.	⊧603) 9102 3606 my	(May 2017) but may be subi	UCSI College Str. Bbd (463226-T)	R					
	All informati	ion is correct at the time of printing	(May 2017) but may be subj¢	ject to change. UCSI College Sdn Bhd (463226-T)						