

ADMISSION APPLICATION FORM

PROGRAMME: _____

INTAKE YEAR: _____ INTAKE MONTH: _____

Please complete the application form in BLOCK LETTERS and 'V' where applicable

PART A: PERSONAL DETAILS

Surname: _____	Official Full Name: _____	
MyKad No: _____	Passport No: _____ <i>(foreign students only)</i>	
Nationality: _____	Race: _____	Religion: _____
Gender: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Date of Birth: _____	

Correspondence Address: _____ <i>(if different from Home Address)</i> _____ _____ State: _____ Postcode: _____ Country: _____	Home Address: _____ _____ _____ State: _____ Postcode: _____ Country: _____
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Contact Details		
Mobile Phone: _____	Home Phone: _____	Email: _____
Disabilities (OKU) <input type="checkbox"/> YES	<input type="checkbox"/> NO	
If Yes, please specify type of disability: _____		

PART B: PARENT/GUARDIAN DETAILS (The following information is required to enable the college to contact parent/guardian on student's learning progress and in the event of emergency)

Title: *(Dato' / Datin / Dr / Mr / Mrs / Mdm / Ms) Name: _____	MyKad / Passport No (Parent / Guardian): _____
Business Address: Company Name: _____ Position: _____ Address: _____ Telephone No: _____ Mobile No: _____ Email: _____	

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PART C: FAMILY DETAILS (The following information is required by the Ministry of Higher Education Malaysia as stipulated under Section 33(c) of the Akta Institut Pengajian Tinggi Swasta 1996)

Relationship with the abovenamed in Part B:

Father Mother Sibling Relative Guardian Others, please specify: _____

Nationality of the abovenamed in Part B:

Malaysian Others, please specify: _____

Household Income: Below RM3000/month RM3001-RM5000/month RM5001-RM7000/month

RM7001-RM10000/month Above RM10001/month

PART D: ACADEMIC RECORDS

Type of School/Institution (please ✓):

SM SMK SMJK PRIVATE INTERNATIONAL Others

Name of School: _____ State & Country: _____

Highest Academic Qualification (please ✓)

SPM STPM O-LEVEL A-LEVEL SACE UEC

Others (Please specify): _____ Year Completed: _____

English Proficiency Level

SPM IELTS TOEFL Others (Please specify): _____

Current Tertiary Studies (if applicable):

Name of Course: _____ Institution: _____

SUBJECT CHOICE (for Pre-U Studies only: A-LEVEL):

1		4	
2		5	
3		6	

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PART E: DECLARATION BY APPLICANT

I have read and fully understood the policies and terms and conditions listed in the Terms & Conditions, I hereby confirm to comply with all terms and conditions set out in Appendices I & II of this application form as well as in the Student Handbook and Programme Guide.

I consent to the processing by the COLLEGE, personal data (including sensitive personal data as stated in the Data Protection Act 2010) about me for the purposes related to publicity and/or promotional event, including using of photographs/images or recordings, the publishing of examination results, the award of a prize or scholarship and any other achievement, academic or otherwise.

I certify that the information provided in this application form is correct and complete.

Applicant's Signature: _____

Date: ____ / ____ / ____

Name of Applicant: _____

PART F: DECLARATION BY PARENT / GUARDIAN

I have read and fully understood the policies and terms and conditions listed in the Terms & Conditions. I also agree that if I default in paying the fees, COLLEGE has the right to bar my child / ward from attending classes and examinations, including de-registration.

I consent to the use by COLLEGE, the personal data (including sensitive personal data as stated in the Data Protection Act 2010) about my child / ward for the purposes related to publicity and/or promotional events, including using of photographs/images or recordings, the publishing of examination results, the award of a prize or scholarship and any other achievement, academic or otherwise.

I hereby apply for his / her admission to COLLEGE as a full-time student.

Parent's/Guardian's Signature: _____

Date: ____ / ____ / ____

Name of Parent/Guardian: _____

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FOR OFFICE USE ONLY

PREPARATORY PROGRAMME

Pre-U Studies

Camps

Diploma

Others

Degree

COUNSELLOR

COUNSELLOR (NAME): _____

DATE COUNSELLED: ____ / ____ / ____

REMARKS:

FEE PAYMENT

Application & Registration Fee		Lab / Practical Fee	
Resource Fee		Insurance	
Tuition Fee		International Student Fee	
Other Fee		Preparatory Programme Fee	
		TOTAL FEES	

REMARKS:

CASHIER (NAME): _____

DATE OF PAYMENT: ____ / ____ / ____

SIGNATURE: _____

FOR APPOINTED AGENT'S USE ONLY

COUNSELLOR (NAME): _____

DATE COUNSELLED: ____ / ____ / ____

REMARKS:

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APPENDIX I: TERMS AND CONDITIONS OF ADMISSION

1. College reserves the right to accept or reject any applications for admission.
2. College will operate in accordance with the stipulations and requirements of the Regulatory Bodies of the country. Other than the delivery of programmes as an obligation to a student by the acceptance of enrolment, in no event will the College be liable for any damages, including direct or indirect, special, incidental or consequential damages, expenses or loss arising in connection with the enrolled programme; or the inability to use by any party or in connection with any failure of performance, error, defect, interruption in the operation of the programme; or arising from or in connection with any fraud or dishonest conduct of any third party, even if the College has been advised of the possibility of such damages, losses or expenses.
3. Students are allowed to register with COLLEGE using their forecast results. However, they are only allowed to commence their programme upon the release of their actual results and meeting the entry requirements as stipulated by COLLEGE. Students who fail to do so are required to withdraw from the programme, In the event of a withdrawal, College's refund policy applies. (Refer to Appendix II, section 6.0)
4. Upon acceptance of the offer of a place and the payment of fees, a binding contract is created whereby the student shall:
 - 4.1. Remain at College for the duration of the programme, and
 - 4.2. Abide by the rules and regulations of College that are in force at any time.
 - 4.3. Abide by the rules and regulations of the Ministry of Education that are in force at any time.
5. There may be rare occasions when a student has to leave prematurely. In such cases, College has the sole discretion to approve the withdrawal of the student and any refund of tuition fees. Notification in writing with valid reasons must be given to the College before such withdrawals can be considered.
6. College reserves the right to dismiss a student if his/her conduct is such that his/her continued presence would be detrimental to the running of the programme and/or the good name of the College. In such an instance, any fee refund is wholly at the discretion of the College.
7. Students will automatically be de-enrolled when fees are not paid within 10 working days of a semester commencement. Students will only be re-enrolled based on successful appeal, with all fees, including a reinstatement fee of RM200.00, are settled by the 5th week of the semester.
8. Students can only add or drop any courses of their enrolled programme within 10 working days upon commencement of the semester.
9. Students may apply to defer their studies for at most one semester, Students who fail to re-enrol after the deferment will be suspended for another semester. Failure to re-enrol after the suspension will result in termination from the programme.
10. An administrative fee of RM200.00 will be charged for any inter core programme transfer after the 20th day of commencement of the semester
11. Eligibility to sit for the examination depends on the following:
 - 11.1. All students are expected to achieve at least 80% of attendance.
 - 11.2. If students are barred from examination due to non-fulfillment of class attendance as stipulated as 11.1 above, a FAIL grade will be awarded.
 - 11.3. Satisfactory performance in assignments and other stipulated coursework.
 - 11.4. Full payment of tuition and other related fees.
 - 11.5. Registration for any external examinations and all submission of payment due are the sole responsibility of students.
12. If students do not attempt the examination without valid reasons, a FAIL grade will be awarded.
13. There may be occasions when a student may wish to participate in sports and extramural activities offered at College. College, its staff and any other persons authorised by the College shall not be liable or responsible for any damage to property, personal injury or loss of personal belongings whatsoever caused, sustained or suffered by the student in such activities.

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APPENDIX II: FEE REGULATIONS

1. APPLICATION & REGISTRATION FEE

1.1. The application and registration fee are payable at the time of registration, non-refundable and non-transferable to any other persons.

1.2. Students who continue to enrol for another programme subsequent to the first application and registration will be exempted from paying the registration fee.

1.3. Students who enrol in a programme two years after leaving the College will be liable to pay the full application and registration fee.

2. RESOURCE FEE

2.1. The resource fee covers usage of College's facilities, including the library, material and General Computer Labs, Internet and all other related facilities.

3. LABORATORY FEE

3.1. The laboratory fee covers usage of the computer/science/engineering laboratories as well as related facilities. This fee is payable at the commencement of each semester together with the tuition fees.

4. TUITION FEES

4.1. All fees are subject to change without prior notice. Any change in fees will normally take effect in January.

4.2. Tuition fees must be paid within 5 working days of the official commencement date of the semester. A surcharge of 5% on tuition fee plus RM5.00 per day will be imposed from the 6th working day after the official commencement date of the semester for students who fail to make payments.

4.3. Students whose semester's tuition fees are in arrears are liable to be suspended from the semester, barred from sitting for examinations and are not entitled to students' privileges until such arrears are fully paid.

4.4. A re-instatement fee will be imposed on students who wish/qualify to revert to their enrolled status in the following semester.

5. PAYMENT

5.1 Payment by cheque, bankdraft or money order should be made payable to:

ATI ASIA SDN BHD

5.2. Payment by fund transfer:

**CIMB Bank Account No: 86-0352558-5
(WhatsApp Bank-in Slip to +6011 3717 3994, please include student's name and IC/Passport number)**

6. FEE REFUND POLICY

6.1. Programme withdrawal

Tuition Fees Refund

- i) 1 to 10 working days 90%
- ii) 11 to 20 working days 50%
- iii) After 20 working days No Refund

*For deferment, the tuition fee will be carried forward to the following semester.

I/ We hereby acknowledge that we have read and understood the terms and conditions of Admissions as listed in Appendices I & II.

Parent's/Guardian's Signature: _____

Name of Parent/Guardian: _____

Date: ____ / ____ / _____

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