



STUDENT APPLICATION FORM

Please complete application form in full. Tick wherever is applicable.

A. Personal Information

Full Name as in NRIC / Passport **Gender** Male Female

N.R.I.C (Malaysia Student) **Passport No. (International Students)** **Nationality** Malaysian Others (Please specify) _____

Date of Birth (dd/mm/yy) - - **Place of Birth** **Marital Status** Single Married Others (Please specify) _____

Permanent Address

Mailing Address (If different)

Postcode **City** **State** **Mobile-phone No.** **Tel.No (H)** -

Email Address

Religion Muslim Christian Hindu Buddhist No Religion Others _____

Race (For Malaysian Only) Malay Chinese Indian Iban Others _____

B. Enrolment Information

<p><u>ACCA Programmes</u></p> <p><input type="checkbox"/> ACCA Qualification</p> <p><input type="checkbox"/> Certified Accounting Technician (CAT)</p> <p><u>Short Programmes</u></p> <p><input type="checkbox"/> TOEFL Express</p> <p><input type="checkbox"/> IELTS Preparatory Course</p> <p><input type="checkbox"/> Intensive English</p> <p><input type="checkbox"/> MUET _____</p> <p><input type="checkbox"/> Training Programme for Elderly Care Assistant</p>	<p><u>Degree Programmes</u></p> <p><input type="checkbox"/> B.A.(Hons) in Accounting <i>(in collaboration with UCSI University)</i></p> <p><input type="checkbox"/> B.A.(Hons) in Marketing <i>(in collaboration with UCSI University)</i></p> <p><input type="checkbox"/> B.Sc.(Hons) in Finance and Investment <i>(in collaboration with UCSI University)</i></p>	<p><u>Diploma Programmes</u></p> <p><input type="checkbox"/> Diploma in Accounting</p> <p><input type="checkbox"/> Diploma in Taxation</p> <p><input type="checkbox"/> Diploma in Business Management</p> <p><input type="checkbox"/> Diploma in Computer Science</p> <p><input type="checkbox"/> Diploma in Mobile Computing</p> <p><input type="checkbox"/> Diploma in Business Information Systems</p> <p><input type="checkbox"/> Diploma in Early Childhood Education</p>
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Intake
 January _____ May _____ July/Aug/Sep _____

C. Parent's / Guardian's Information

Name of Father

Name of Mother

N.R.I.C. or Passport No. (For Non-Malaysian)

N.R.I.C. or Passport No. (For Non-Malaysian)

Occupation

Occupation

Mobile-phone No.

Mobile-phone No.

Permanent / Mailing Address

Guardian's Information (If applicant is orphaned or parents are not traceable)

Name of Guardian

N.R.I.C. or Passport No. (For Non-Malaysian)

Relationship with the student

Occupation

Mobile-phone No.

Tel No. (H/O)

 -

Email Address

D. Emergency Contact

Name of Person to Contact in Case of Emergency

Relationship with Applicant

Mobile-phone No.

Tel No. (H/O)

 -

Email Address

E. Education Background

SPM UEC O-Level STPM A-Level Diploma Bachelor Degree

Others (Please Specify) _____

Name of the Last School / Institution attended: _____

Company name and address, position held if currently employed

F. Immigration Pass Information (For International Students Only)

Type of immigration pass / visa

Social Student Dependent Diplomatic

Visa Expiry (dd/mm/yy) _____

G. Hostel Accommodation

Do you require lodging at MPI hostel ?

No

Yes : Twin - No Aircond Twin - With Aircond Quad - No Aircond Quad - With Aircond

* If yes, please indicate the room you require on the box provided.

H. Medical Condition / Disability

Do you have any medical condition(s) / disability that require(s) special assistance?

No Yes

If Yes, please specify _____

I. Fees and Refund Policies

1. The Registration Fee is strictly **NON REFUNDABLE** and payable during application. No application will be processed without the registration fee.
2. Malaysian Student Deposit, or International Student Deposit is only refundable upon completion of at least 1 year of full-time study at MPI or completion of a programme at MPI.
3. All fees must be paid within 14 working days of a semester. In the event of failure to settle any fees in accordance to the respective due date, a late-fee of RM 10 plus a penalty of RM 2/day will be charged unless written approval from the Principal has been granted.
4. In the event that a refund is requested, refund of paid tuition fees is made according to the time when the withdrawal is made/submitted.

Rate of Refund	During Long Semesters	During Short Semester
100%	Before semester commences	Before semester commences
60%	Within 3 weeks after semester commences	Within 1 week after semester commences
40%	4-6 weeks after semester commences	2-3 weeks after semester commences
0%	After the 6th week	After the 3rd week

Applicants are advised to refer to MPI Student Handbook for further information and clarification.

J. Mode of Payment

Preferred mode of payment of fee are as follows:

Cheque / Bank Draft / Direct Deposit / Online Transfer should be made payable to :
" Pilley Education Enterprise Sdn Bhd " at Public Bank Berhad : **A/C NO. 311-311-4719**

Original proof of payment (either Bank-in slip, ATM print-out, E-Banking print-out) must be submitted to the Admin Officer as evidence of payment before payment due date. Photocopied or faxed copy will only be accepted subject to confirmation of payment from the Bank.

K. Documents / Items enclosed

- | | |
|---|--|
| <input type="checkbox"/> Registration fee & Deposit | <input type="checkbox"/> Passport-size photos (<i>Dip - 2 ; Degree - 2 ; Int'l Student - 10</i>) |
| <input type="checkbox"/> Certified copy of national identity card | <input type="checkbox"/> Certified copy of birth certificate |
| <input type="checkbox"/> Certified copies of academic results / certificate
<i>(relevant to the entry requirement)</i> | <input type="checkbox"/> Certified copy of school leaving certificate /
school testimonial |
| Additional items needed from International Students | |
| <input type="checkbox"/> Administration Fee | <input type="checkbox"/> Medical Report |
| <input type="checkbox"/> Translated copies of academic results
<i>(If originals are not in English)</i> | <input type="checkbox"/> 3 copies of passport
<i>(Including all used and marked pages)</i> |

L. Declaration by Applicant

I hereby declare that the information given on this Form and / or provided in support of my application is true and complete. I understand and appreciate that Methodist Pilley Institute is a Christian institution that accepts students without regard to creed or policies, rules and race. I also agree to accept and abide by all the policies, rules and regulations of the Institute that relate to its Christian character at all times.

Signature of Applicant

Date (dd/mm/yy)

To be signed by parent / guardian / sponsor if applicant is below the age of 18.

Name & Signature of Parent / Guardian

Date (dd/mm/yy)

For Office Use Only

A. Fees

Fees	Amount (RM)	Receipt No.	Collected by	Date
Registration Fee & Deposit (Malaysian)				
Registration Fee & Deposit (International)				
Administration Fee (International)				
Hostel Deposit				

B. Recruited by Agent

Yes No

If yes, state the name / company and address of the agent



Inspired to learn, Aspire to live

METHODIST PILLEY INSTITUTE
Jalan Lily, P.O.Box 760, 96008 Sibul, Sarawak
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Website : www.pilley.edu.my