



Passport
Size Photo

STUDENT APPLICATION FORM

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

A. Personal Information

Full Name as in NRIC / Passport (Please Underline Surname)

N.R.I.C. No.

Passport No. (For International Students Only)

Date of Birth (dd/mm/yy)

 - -

Nationality

Malaysian

Others (Please specify) _____

Gender

Male

Female

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

Others _____

Race (For Malaysian Only)

Malay

Chinese

Indian

Iban

Others: _____

B. Enrolment Information

Programme Applied

ACCA Qualification

(R/344/6/0402)(11/20)(A6674)

Dip. in Accounting

(R/344/4/0330)(12/19)(MQA/FA1034)

Dip. in Early Childhood Edu.

(R2/143/4/0012)(01/22)(A7350)

Certified Accounting Technician

(R/344/3/0399)(11/20)(MQA/FA2112)

Dip. in Business Management

(R/345/4/0670)(12/19)(MQA/FA1035)

TOEFL Express

(R/KJP/00339)(04/21)

B. A. (Hons.) in Accounting

(in collaboration with UCSI University)
(R/344/6/0074)(01/22)(MQA/FA1421)

Dip. in Computer Science

(R/481/4/0573)(12/19)(MQA/FA1036)

IELTS Course

(R/KJP/00341)(04/21)

B. A. (Hons.) in Marketing

(in collaboration with UCSI University)
(R/342/6/0031)(01/22)(MQA/FA1422)

Dip. in Mobile Computing

(N/481/4/1629)(05/20)(MQA/PA5150)

MUET Express

(N/KJP/00344)(02/22)

Dip. in Business Info. Systems

(N/340/4/0705)(12/21)(MQA/PA5151)

Intensive English

(R/KJP/00342)(04/21)

Intake

January 20_____

May 20_____

July/Aug 20_____

September 20_____

C. Parent's/Guardian's Information

Name of Father (Please Underline Surname)

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

Occupation

Mobile-phone No.

Permanent / Mailing Address

Name of Mother (Please Underline Surname)

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

Occupation

Mobile-phone No.

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

Name of Guardian (Please Underline Surname)

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

Highest Qualification Obtained (Please tick whichever is applicable):

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 Quad - No Aircond

Twin - With Aircond Quad - With Aircond

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

H. Medical Condition / Disability

Please indicate special medical condition / disability

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 7 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 RM2/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. The rates of refund* are as followed:

1. Before semester commences	100%
2. Within 3 weeks after semester commences	60%
3. 4-6 weeks after semester commences	40%
4. After 6th week	0%

* Different time frame for short semester

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, or e-banking print-out) must be submitted to the Account Office 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 - 4; Int'l Student - 6</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>relavant to the entry requirement</i>) | <input type="checkbox"/> Certified copy of School leaving certificate/
School testimonial |
| Additional items needed from International Applicant | |
| <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. Application Status Full Offer / Conditional / Remarks _____
- B. Entry Level Direct entry into _____
 Direct entry with exemption(s) (please fill in Exemption Application Form)
- C. English Requirement Basic English / English Enhancement English Placement Test
 Exempted Others _____
- D. MPU Requirement Bahasa Kebangsaan Bahasa Komunikasi
(for Malaysian students, if no credit obtained for BM in SPM) (for International students)

E. Name of Counsellor Date

F. Remarks

G. Fees

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

H. Recruited by Agent Yes No

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

Agent Code



Inspired to learn, Aspire to live

METHODIST PILLEY INSTITUTE
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Website: www.pilley.edu.my