



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

ACCA Programmes

ACCA Qualification

Certified Accounting Technician (CAT)

Short Programmes

TOEFL Express

IELTS Preparatory Course

Intensive English

MUET _____

Training Programme for Elderly Care Assistant

Others : _____

Degree Programmes

B.A.(Hons) in Accounting

(in collaboration with UCSI University)

B.A.(Hons) in Marketing

(in collaboration with UCSI University)

B.Sc.(Hons) in Finance and Investment

(in collaboration with UCSI University)

Others : _____

Diploma Programmes

Diploma in Accounting

Diploma in Taxation

Diploma in Business Management

Diploma in Computer Science

Diploma in Computer Science (Mobile Computing)

Diploma in Business Information Systems

Diploma in Early Childhood Education

Diploma in Social Work

Others : _____

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. 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.

J. 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>) |

TERMS AND CONDITIONS OF ADMISSION

- 1 Commencement date at Methodist Pilley Institute is the first day of semester.
- 2 All students are required to complete the compulsory subjects of the programme registered as part of institute's requirement.
- 3 All applications are to be submitted with the required application fee and admission Deposit payments.
- 4 Refund policy :
 - (a) The Registration Fee is strictly NON -REFUNDABLE and payable during application. No application will be processed without the registration fee.
 - (b) Malaysia 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. The Institute reserves the right to amend without prior notice, tuition fees, miscellaneous and library fees, registration fee and deposit, meals and accommodation completion of a programme fees.
 - (c) All fees must be paid before payment due date of a semester. In the event of failure to settle any fees in accordance to the respective due date, a late-fee of RM10 plus a penalty of RM2/day will be charged unless written approval from the principal has been granted.
 - (d) 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.
 - (e) Applicants who transfer from a programme of study or intake and then enroll into another programme or intake in MPI before commencement of the original programme or intake, are eligible to have the fees transferred to the new programme of study or intake (*minus Application Fee*).

Rate of Refund	During Long Semester	During Short Semester
100%	Before last day Add and Drop	Before last day Add and Drop
60%	Within two weeks after Add and Drop	Within 1 week after Add and drop
40%	3-5 weeks after semester commences	2-3 weeks after semester commences
0%	6 weeks & more after last day Add/Drop	4 weeks & more after last day Add/Drop

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

- 5 MPI allows student to transfer to a different course or examination sessions as long as the student fulfills the minimum stated entry requirement.
- 6 Applicants are required to update the Registrar immediately upon any changes to personal data and/or that of his/her parents/guardians.
- 7 MPI will take the responsibility of visa applications for the international students before officially accepting them into the course of study. Students will only be officially admitted into program upon visa application approval is obtained.
- 8 Applicants give MPI the right to use his/her personal data and achievement records for any publicity and/or promotion material of MPI. The scope of usage includes, but is not limited to the publishing of good examination results, the publishing of good examination results, the award of a prize or scholarship, any outstanding achievements, academic or otherwise, and access to his/her personal data by the Alumni Association of MPI.
- 9 Professional ACCA programs: All fees (registration fee, exemption fees and external examination fees) presented in the MPI official website and brochure are based on ACCA Global. The fees payable are subject to revision and the fluctuation of the current exchange rate upon conversion to Malaysian currency.

DISCLOSURE

Are you a recipient or are you planning to apply for any external scholarships or loans? () Yes () No

If yes, please state the name of the company or organization.

Do you have any existing physical or emotional health problems that are certified by a () Yes () No

Legally qualified medical practitioner? If yes, please provide details.

DECLARATION AND SIGNATURE

DECLARATION BY APPLICANT:

- 1 I have read, understand and fully understood all the terms and conditions of admission
- 2 I acknowledge that the information given in this form and the attached documents are true and complete. MPI reserves the right to reject my application or withdraw my enrolment at any time if any information is found to be incorrect and/or incomplete.
- 3 I agree to comply with and abide by MPI rules and regulations in academic, administrative and examination matters.
- 4 I allow MPI to have access to my results from the relevant examination Board for academic, administrative, publicity and statistical purposes.
- 5 I allow MPI to release my academic results and progress reports to my parents/guardian. *
- 6 I have discussed all the above terms and conditions and disclosures with my parents/guardians*, understand its meaning and fully agree with it.

Signature of Applicant

Name: _____

NRIC/Passport No: _____

Date: _____

(*Applicable to applicants under age of 18 on the commencement date of programme)

DECLARATION BY PARENT/GUARDIAN OF APPLICANT BELOW 18 YEARS OF AGE ON THE COMMENCEMENT DATE OF THE PROGRAMME:

- 1 My son/daughter/ward and I have read, understood and fully agree with all the terms and conditions of admission as stated above.
- 2 I agree to pay all the fees due before the stated deadline.
- 3 I understand that MPI has the right to bar my child/ward from attending classes due to non-payment of fees.
- 4 I acknowledge that the information given in this form and the attached documents are true and complete. MPI reserves the right to reject this application or withdraw the enrolment of my son/daughter/ward at any time if any information is found to be incorrect and/or incomplete.

Signature of Parent/Guardian

Name: _____

NRIC/Passport No: _____

Relationship to Applicant : _____

Date: _____

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
Tel : 084-322268 Fax : 084-320623
E-mail : enquiry@pilley.edu.my
Website : www.pilley.edu.my

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Applicant's copy

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Signature of Parent/Guardian

Name: _____

NRIC/Passport No: _____

Relationship to Applicant : _____

Date: _____