

**DECLARATION FORM**

NAME: _____

IC / PASSPORT NO: _____

PROGRAMME & INTAKE: _____

TERMS AND CONDITIONS OF ADMISSION

- Commencement date at Methodist Pilley Institute is the first day of semester.
- All students are required to complete the compulsory subjects of the programme registered as part of institute's requirement.
- All applications are to be submitted with the required application fee and admission Deposit payments.
- Refund policy:
 - The Registration Fee is strictly NON -REFUNDABLE and payable during application. No application will be processed without the registration fee.
 - 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 fees.
 - 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.
 - 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.
 - 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.*

- MPI allows student to transfer to a different course or examination sessions as long as the student fulfills the minimum stated entry requirement.
- Applicants are required to update the Registrar immediately upon any changes to personal data and/or that of his/her parents/guardians.
- 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.
- 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.
- 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?
If yes, please state the name of the company or organization.

() Yes () No

Do you have any existing physical or emotional health problems that are certified by a
Legally qualified medical practitioner? If yes, please provide details.

() Yes () No

DECLARATION AND SIGNATURE**DECLARATION BY APPLICANT:**

- I have read, understand and fully understood all the terms and conditions of admission.
- 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.
- I agree to comply with and abide by MPI rules and regulations in academic, administrative and examination matters.
- I allow MPI to have access to my results from the relevant examination Board for academic, administrative, publicity and statistical purposes.
- I allow MPI to release my academic results and progress reports to my parents/guardian. *
- 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:

- My son/daughter/ward and I have read, understood and fully agree with all the terms and conditions of admission as stated above.
- I agree to pay all the fees due before the stated deadline.
- I understand that MPI has the right to bar my child/ward from attending classes due to non-payment of fees.
- 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: _____

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