METHODIST PILLEY INSTITUTE
衛理畢理學院
DK233(Q)

MALAYSIAN STUDENT APPLICATION FORM

Passport Size Photo

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

A. Personal Information

Full Name as in NRIC

Gender ☐ Male ☐ Female

N.R.I.C

Date of Birth *(dd-mm-yyyy)* - -

Place of Birth

Marital Status ☐ Single ☐ Married ☐ Others (*Please specify*) _____

Mobile-phone No.

Tel.No (H) -

Permanent Address

Mailing Address *(If different)*

Postcode **City / Town** **State**

Postcode **City / Town** **State**

Email Address

Religion

☐ Islam ☐ Christian ☐ Hindu ☐ Buddhist ☐ No Religion ☐ Others _____

Race

☐ Malay ☐ Chinese ☐ Indian ☐ Iban ☐ Others _____

Monthly Household Income ☐ RM <2,500 ☐ RM 2,500 - 4,849 ☐ RM 4,850 - 10,959 ☐ RM 10,960 & above

Tax Identification Number (TIN)

B. Programme Applied For

Degree Programmes(in collaboration with UCSI University)

- ☐ **B.A.(Hons) Accounting**
- ☐ **B.A.(Hons) Marketing**
- ☐ **B.Sc.(Hons) Finance and Investment**

ACCA Programmes

- ☐ **ACCA Qualification**
- ☐ **ACCA Foundation in Accountancy (FIA)**

Diploma Programmes

- ☐ **Diploma in Accounting**
- ☐ **Diploma in Business Management**
- ☐ **Diploma in Business Information Systems**
- ☐ **Diploma in Social Work**
- ☐ **Diploma in Taxation**
- ☐ **Diploma in Computer Science**
- ☐ **Diploma in Early Childhood Education**
- ☐ **Diploma in Nursing**
- ☐ **Others:** _____

Short Programmes

☐ **Intensive English** ☐ **MUET 1** ☐ **Intensive MUET** ☐ **Micro-Credentials** in _____

☐ **Others:** _____

INTAKE

☐ January/February/April _____ ☐ May _____ ☐ August/September _____

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's Degree

☐ Others (*Please Specify*) _____

Name of the Last School / Institution attended: _____

Company name and address, position held if currently employed

F. Hostel

Do you require lodging at MPI hostel ? ☐ No ☐ Yes : ☐ Twin - No Aircond ☐ Twin - With Aircond

** If yes, please indicate the room you require on the box provided.* ☐ Quad - No Aircond ☐ Quad - With Aircond

G. Medical Condition / Disability

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

☐ No ☐ Yes If Yes, please specify _____

Do you have any existing physical or emotional health problems that are certified by a Legally qualified medical practitioner?

☐ No ☐ Yes If Yes, please specify _____

H. Method of Payment

☐ Registration fee & Deposit ☐ Hostel Deposit RM200

Preferred method of payment of fee are as follows:

Cheque / Bank Draft / Direct Deposit / Online Transfer *should be made payable to :*

Pilley Education Enterprise Sdn Bhd
Public Bank Berhad
A/C NO. 311-311-4719

Original proof of payment must be submitted to the Marketing Officer as evidence or WhatsApp to 011-55568806 / Email to enquiry@pilley.edu.my



I. Documents / Items Enclosed

☐ 1 certified copy of national identity card
☐ 1 certified copy of birth certificate
☐ 1 certified copy of academic results / certificate
☐ 1 certified copy of school leaving certificate / Letter of Completion
☐ Passport-size photos
☐ Medical Report *(For Diploma in Nursing)*

J. Scholarship & Financial Aid

Would you like to apply for any scholarship or financial aid?

☐ No ☐ Yes: ☐ Yayasan Farley ☐ Alumni Scholarship ☐ RH Foundation ☐ Pastor/Pastor's Children
☐ Hii Kah Tung Foundation ☐ Hii Yu Peng Foundation ☐ PTPTN ☐ SCAC Scholastic Loan
☐ Kindergarten Teachers ☐ YMP Entrance Scholarship ☐ YMP Financial Aid
Sponsorship through: ☐ Methodist Church ☐ Non-Methodist Church

K. How did you hear about MPI?

Your response is valuable to us. Thank you for sharing how you heard about MPI.

☐ Social Media (Facebook, Instagram, TikTok, etc.) ☐ Newspaper / Print Advertising ☐ Current Student / Alumni
☐ Outdoor Advertising (Banners, Billboards, etc.) ☐ School / Teacher / Counsellor ☐ Friends / Family
☐ MPI Website ☐ Education Fair / Education Agent ☐ Word of Mouth ☐ Others: _____

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 registration fee and admission Deposit payments.
4 Refund policy :
(a) Registration fee is non-refundable, non-transferable and payable during application. No application will be processed without the fees.
(b) Malaysia 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. Otherwise, the deposit will be forfeited. Upon completion of studies or withdrawal students must submit a withdrawal form within one year to claim the deposit refund. The Institute reserves the right to revise any fees, including but not limited to tuition, resource, library, registration, deposits, meals, and accommodation charges, without prior notice.
(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.

Rate of Refund (Tuition fees)	Semester / Programme
50%	Before class / Programme Commences
30%	Within 7 days after class / Programme Commences
0%	After 7 days

***Applicants are advised to refer to MPI Student Handbook for further information and clarification.**
***All fees paid are strictly non-refundable and non-transferable after commence date of the programme, except tuition fee (refer to the table above)**
***MPI reserves the right to use the Refundable Deposit to offset the outstanding dues to MPI.**

5 MPI allows student to transfer to a different programme 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 Malaysian applicants who are non-Sarawakians are required to apply for student pass through Student Affairs Department and renew annually throughout their period of study.
8 In the event the particulars filled via online platform is incorrect, MPI reserves the right to rectify the particulars as per document attached.
9 Professional ACCA programs: All fees (registration fee, exemption fees and external examination fees) presented on 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.
10 All payment transactions must be made in Ringgit Malaysia (RM). The payer is responsible for any bank charges, remittance costs, and such costs must not be deducted from the invoiced amount. The full amount stated in the invoice must be received by the Company.

DECLARATION AND SIGNATURE

DECLARATION BY APPLICANT:

1 I have read, understood and fully agreed with all the terms and conditions of admission as stated above.
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.
7 I understand that my participation in Institute activities, including but not limited to academic programs, extracurricular activities, and events, carries inherent risks, including risks associated with unforeseen circumstances. I take full responsibility for my personal health and well-being during my time at the Institute and agree to fully indemnify, defend, and hold harmless the Institute, its officers, employees, agents, and representatives from any and all claims, liabilities, damages, losses, cost or expenses arising from or related to my participation in Institute activities, including any mental health conditions or other unforeseen circumstances that may arise.

Signature of Applicant

Name: _____
NRIC: _____
Date: _____

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 agreed 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				
Hostel Deposit				

B. Recruited by Agent

☐ Yes ☐ No

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

MPI recognizes the importance of protecting your personal information and is committed to the compliance of the Personal Data Protection Act 2010.
Please visit our website www.pilley.edu.my to view our commitment to protect your personal information.

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Name: _____
NRIC/Passport No: _____
Relationship to Applicant : _____
Date: _____