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

INTERNATIONAL STUDENT APPLICATION FORM

Passport Size Photo

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

A. Personal Information

Full Name as in Passport

Gender ☐ Male ☐ Female

Passport No.

Passport Expiry Date *(dd-mm-yyyy)* - -

Nationality / Citizenship

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

Country of Birth

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

Permanent Address in Home Country

Postcode **City / Town**

State / Province **Country**

Current Residential Address

Postcode **City / Town**

State / Province **Country**

Email Address

Religion

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

Mobile-phone No.

Tel.No (H)

If you are now in Malaysia, please state your current pass type/visa:

Student Pass Expiry Date *(dd-mm-yyyy)* - -

☐ Student ☐ Social Visit ☐ Dependent ☐ Diplomatic ☐ PR ☐ MM2H

If you are outside Malaysia, you are required to obtain an electronic Visa Approval Letter (eVAL) before entering Malaysia for your studies. A Single-Entry Visa (SEV) may also be required, depending on your nationality. Our International Student Office will assist you with the application process if your application to study at MPI is successful.

State the preferred location of the Malaysian Embassy/Consulate for Single Entry Visa (if available):

City **Country**

***Note:** Application for a single-entry visa should be made at a Malaysian diplomatic mission in your home country. If there is no Malaysian diplomatic mission in your country, you may choose to apply at one closest to you.

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:**

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

C. Parent's / Guardian's Information

Name of Father

Name of Mother

Passport No.

Passport No.

Occupation

Occupation

Mobile-phone No.

Mobile-phone No.

Permanent / Residential Address

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

Name of Guardian

Passport No.

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

☐ O-Level ☐ A-Level ☐ Foundation ☐ Diploma ☐ Bachelor's Degree

☐ Others (*Please Specify*) _____

F. English Language Qualification

☐ IELTS ☐ TOEFL ☐ PTE ☐ Cambridge English ☐ MUET

☐ Others (*Please Specify*) _____

G. Visa / Embassy Information

Malaysian Mission for Visa Application

City Country

(Tick ✓ one) ☐ Malaysian Embassy ☐ High Commission ☐ Consulate

Preferred location for visa processing

H. 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

I. 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 _____

***Note: International students are required to complete the applicable health/medical examination requirements for Student Pass application processing.**

J. Method of Payment

Important: Fees & Foreign Currency Payments

All fees are payable in Ringgit Malaysia (RM). If you pay in a foreign currency, MPI will credit your account based on the actual RM amount received. All bank, transfer and currency conversion charges are to be borne by the student. Please make sure the amount transferred is sufficient to cover the full fee after all charges. Any shortfall must be paid by the student.

☐ **I have read and understood the above terms of payments.**

Initial Payment

☐ Registration Fee: Diploma / FIA / ACCA RM200; Degree RM1,400; Diploma in Nursing RM400 ☐ Deposit RM800

☐ Administration Fee RM1,100 ☐ Hostel Deposit RM200 ☐ Upfront fee RM8,000/ RM10,000

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
Public Bank Berhad
A/C NO. 311-311-4719

Pay to Country: **Malaysia**
Pay to City: **Sibu, Sarawak**
Swift Code: **PBBEMYKL**

**Note: 1) Transfers may take up to (5) working days to reach our bank account. This should be taken into account when remitting funds.*

2) The Institute reserves the right to revise the above fees.

3) International students who have not fulfilled the English language requirements are required to pay an upfront fee of RM10,000 covering the first and second semesters. International students who have fulfilled the English language requirements must pay an upfront fee of RM8,000 covering the first and second semesters.

4) Any fees paid in connection with the Student Pass application are subject to the refund terms and conditions of the Institute and EMGS.

Original proof of payment must be submitted to the Marketing Officer as evidence and email to enquiry@pilley.edu.my.

K. Documents / Items Enclosed

☐ 1 photocopy of passport *(including all pages)*

☐ 10 Passport-size photos

☐ 1 certified copy of academic results / certificate

☐ Translated copies of academic results / certificate *(If originals are not in English)*

☐ English Language Certificate *(if applicable)*

☐ 1 certified copy of school leaving certificate / Letter of Completion

☐ 1 certified copy of birth certificate

☐ Translated copies of birth certificate *(If originals are not in English)*

☐ Other supporting documents *(Please Specify)* _____

For China Students

☐ Notarial Certificate Student Transcript *(in translated copy)*

☐ Notarial Certificate Graduation Certificate *(in translated copy)*

☐ Notarial Certificate Birth Certificate

☐ Notarial Certificate Resident Identity Card

For Diploma in Nursing ☐ Medical Report

L. 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 initial fee as stated above.
4 Refund policy :
   (a) Registration fee is non-refundable, non-transferable and payable during application. No application will be processed without the fees.
   (b) 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. 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.

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 read the MPI Student Handbook and the International 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 fees. (refer to the table above)**
***MPI reserves the right to use the Refundable Deposit to offset the outstanding dues to MPI.**

5 Applicants are required to update the Registrar immediately upon any changes to personal data and/or that of his/her parents/guardians.
6 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.
7 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 award of a prize or scholarship, any outstanding achievements, academic or otherwise.
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 Service Tax Act 2018 Regulations on Non-Malaysian Citizens: Effective 1 July 2025, a 6% service tax applies to taxable education fees charged to non-Malaysian citizens by private higher education institutions in Malaysia, in accordance with the Service Tax Act 2018 and the applicable regulations.

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: _____

Passport No: _____

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: _____

Passport No: _____

Relationship to Applicant: _____

Date: _____

For Office Use Only

A. Fees

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

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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   (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.

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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: _____
Passport No: _____
Date: _____

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Signature of Parent/Guardian

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