



C. Parent's / Guardian's Information

Name of Father

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

Occupation

Mobile-phone No.

Name of Mother

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

Occupation

Mobile-phone No.

Permanent / Mailing Address

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

Name of Guardian

Relationship with the student

Mobile-phone No.

Tel No. (H/O)

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

Occupation

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 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.

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

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](http://www.pilley.edu.my) to view our commitment to protect your personal information.

H. 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*  
*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.

I. Documents / Items enclosed

- ☐ Application fee
- ☐ Registration fee & Deposit
- ☐ Certified copy of national identity card
- ☐ Certified copies of academic results / certificate  
*(relevant to the entry requirement)*
- ☐ Passport-size photos
- ☐ Certified copy of birth certificate
- ☐ Certified copy of school leaving certificate / Letter of Completion
- Additional items needed from International Students**
- ☐ Administration Fee
- ☐ Translated copies of academic results  
*(If originals are not in English)*
- ☐ Medical Report
- ☐ 3 copies of passport  
*(Including all used and marked pages)*

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, registration fee and admission Deposit payments.
- Refund policy :
  - Application fee and registration fee are non-refundable, non-transferable and payable during application. No application will be processed without the fees.
  - 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. otherwise deposit will be forfeited. Upon completion of studies/ withdrawal, students must submit discontinuation form within 1 year for deposit refund claim. The Institute reserves the right to amend without prior notice, tuition fees, miscellaneous and library fees, registration fee and deposit, meals and accommodation.
  - 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.

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.*  
*\*MPI reserves the right to use the Refundable Deposit to offset the outstanding dues to the institute.*

- MPI allows student to transfer to a different programme 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 award of a prize or scholarship, any outstanding achievements, academic or otherwise.
- In the event the particulars filled via online platform in incorrect, MPI reserves the right to rectify the particulars as per document attached.
- 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.

**DECLARATION BY APPLICANT:**

- Signature of Applicant**

Name: \_\_\_\_\_

NRIC/Passport No:

Date: \_\_\_\_\_

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: \_\_\_\_\_

### A. Fees

### B. Recruited by Agent

1

Yes

No

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



**METHODIST PILLEY INSTITUTE**

**Jalan Lily, 96000 Sibu, Sarawak**

**Tel : 084-322268      Fax : 084-320623**

**E-mail : [enquiry@pilley.edu.my](mailto:enquiry@pilley.edu.my)**

**Website : [www.pilley.edu.my](http://www.pilley.edu.my)**

**TERMS AND CONDITIONS OF ADMISSION**

*Applicant's copy*

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**DECLARATION AND SIGNATURE**

<p><b>DECLARATION BY APPLICANT:</b></p> <ul style="list-style-type: none"><li>1 I have read, understand and fully understood all the terms and conditions of admission as stated above.</li><li>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.</li><li>3 I agree to comply with and abide by MPI rules and regulations in academic, administrative and examination matters.</li><li>4 I allow MPI to have access to my results from the relevant examination Board for academic, administrative, publicity and statistical purposes.</li><li>5 I allow MPI to release my academic results and progress reports to my parents/guardian.</li><li>6 I have discussed all the above terms and conditions and disclosures with my parents/guardians, understand its meaning and fully agree with it.</li><li>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.</li></ul> <div><div>Signature of Applicant</div><div>Name: <div></div></div><div>NRIC/Passport No: <div></div></div><div>Date: <div></div></div></div>	<p><b>DECLARATION BY PARENT/GUARDIAN OF APPLICANT BELOW 18 YEARS OF AGE ON THE COMMENCEMENT DATE OF THE PROGRAMME:</b></p> <ul style="list-style-type: none"><li>1 My son/daughter/ward and I have read, understood and fully agreed with all the terms and conditions of admission as stated above.</li><li>2 I agree to pay all the fees due before the stated deadline.</li><li>3 I understand that MPI has the right to bar my child/ward from attending classes due to non-payment of fees.</li><li>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.</li></ul> <div><div>Signature of Parent/Guardian</div><div>Name: <div></div></div><div>NRIC/Passport No: <div></div></div><div>Relationship to Applicant : <div></div></div><div>Date: <div></div></div></div>
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