



## 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**  Islam  Christian  Hindu  Buddhist  No Religion  Others \_\_\_\_\_

**Race (For Malaysian Only)**  Malay  Chinese  Indian  Iban  Others \_\_\_\_\_

 **Monthly Household Income**  **Parlimen**  **DUN**

Scan the QR code to check your Parliament and DUN information.  
 \*Information requested by the Ministry of Higher Education (MoHE). **Tax Identification Number (TIN)**

### B. Enrolment Information

<p><b>ACCA Programmes</b></p> <p><input type="checkbox"/> ACCA Qualification</p> <p><input type="checkbox"/> ACCA Foundation in Accountancy (FIA)</p> <p><b>Short Programmes</b></p> <p><input type="checkbox"/> Intensive English</p> <p><input type="checkbox"/> MUET 1</p> <p><input type="checkbox"/> Training Programme for Elderly Care Assistant</p> <p><input type="checkbox"/> Others _____</p>	<p><b>Degree Programmes</b></p> <p><input type="checkbox"/> B.A.(Hons) Accounting <i>(in collaboration with UCSI University)</i></p> <p><input type="checkbox"/> B.A.(Hons) Marketing <i>(in collaboration with UCSI University)</i></p> <p><input type="checkbox"/> B.Sc.(Hons) Finance and Investment <i>(in collaboration with UCSI University)</i></p>	<p><b>Diploma Programmes</b></p> <p><input type="checkbox"/> Diploma in Accounting</p> <p><input type="checkbox"/> Diploma in Taxation</p> <p><input type="checkbox"/> Diploma in Business Management</p> <p><input type="checkbox"/> Diploma in Computer Science</p> <p><input type="checkbox"/> Diploma in Business Information Systems</p> <p><input type="checkbox"/> Diploma in Early Childhood Education</p> <p><input type="checkbox"/> Diploma in Social Work</p> <p><input type="checkbox"/> Diploma in Nursing</p>
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**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'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

- |   |  |
|---|--|
| <input type="checkbox"/> Registration fee & Deposit   | <input type="checkbox"/> 1 certified copy of birth certificate                                 |
| <input type="checkbox"/> 1 certified copy of national identity card                           | <input type="checkbox"/> 1 certified copy of school leaving certificate / Letter of Completion |
| <input type="checkbox"/> 1 certified copy of academic results / certificate                   | <input type="checkbox"/> Medical Report ( <i>For Diploma in Nursing</i> )                      |
| <input type="checkbox"/> Passport-size photos<br>( <i>relevant to the entry requirement</i> ) |  |

### Additional items needed from International Students

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Administration Fee                     | <input type="checkbox"/> Translated copies of academic results / certificate<br>(If originals are not in English) | <input type="checkbox"/> 3 photocopies of passport<br>(Including all used and marked pages) |
| <input type="checkbox"/> Translated copies of birth certificate | <input type="checkbox"/> Notarial Certificate   |   |

### **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 registration fee and admission Deposit payments.
- Refund policy :
  - Registration fee is 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. 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, miscellaneous, library, registration, deposits, meals, and accommodation charges, without prior notice.
  - 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 is 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 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/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.
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\_\_\_\_\_  
**Signature of Parent/Guardian**

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

**NRIC/Passport No:** \_\_\_\_\_

**Relationship to Applicant :** \_\_\_\_\_

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

**For Office Use Only**

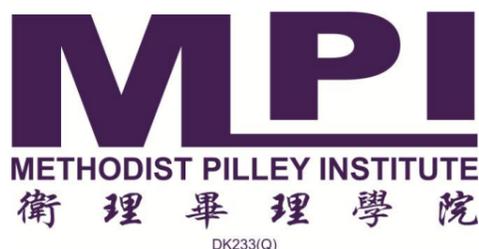
**A. Fees**

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, 96000 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 Applicant**

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

NRIC/Passport No: \_\_\_\_\_

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

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Relationship to Applicant : \_\_\_\_\_

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