



Please read Section 5 before completing the form. Also ensure that the form is completed correctly.

1. Please use BLOCK LETTERS and BLACK INK
2. Tick ☒ where applicable

Course				
☐ Certificate ☐ Diploma ☐ Higher National Diploma ☐ Degree				
Semester				

Please affix your
passport-sized
photograph here

How do you know about us?

☐ Advertisement ☐ Open Day ☐ Walk-In ☐ Education Fair: _____

☐ Introduced By Friends ☐ Telemarketing ☐ Magazine: _____

☐ Others: _____

Name (as per I/C or Passport)																															
I/C or Passport No.																															
Place of Birth											Nationality																				
Race											Religion																				
Date of Birth											Marital Status	☐ Single ☐ Married																			
Sex	☐ Male ☐ Female										Age																				
Current Address																															
																					Postcode										
Telephone No.																					E-mail										
Permanent Home Address																															
																					Postcode										
Telephone No.																					E-mail										

SECTION 3 PARENT / GUARDIAN INFORMATION

[illegible]

SECTION 4 ACADEMIC / PROFESSIONAL QUALIFICATIONS

Name of School / Institution	Qualification Obtained	Year of	
		Admission	Graduation

SECTION 5 TERMS AND CONDITIONS

1. Refund Policies

- 1.1 All administration fees paid such as application fees, registration fees, material fees, uniform fees and exam fees are **Not Refundable**.
- 1.2 In all other cases, tuition fees paid are refundable where written notice is received by the CEO. The amount of fees refundable is subject to the following:-
 - 1.2.1 Notice received 30 days or more before the commencement of the course, 100% of the tuition fees paid is refundable.
 - 1.2.2 Notice received less than 30 days before the commencement of the course, 50% of the tuition fees paid is refundable.
 - 1.2.3 There is no refund once the course has commenced.
- 1.3 A processing fee of RM 200.00 per refund case is chargeable and will be deducted from amount to be refunded.

2. Withdrawal

- 2.1 Students must inform the Registrar in writing if they are withdrawing from the course.
- 2.2 Students must complete the course within the specific time frame (please refer to your Hand Book for the duration of the course.) The college will not refund any part of the fees if the student fails to successfully complete the course.

3. Transfer Between Courses

- 3.1 A student may transfer from one course to another within the College only with the approval of the CEO. No transfer will be allowed after 14 days from the commencement date of the new semester.

4. All payments should made to "ATI Asia Sdn. Bhd."

5. The College reserves the right to change the terms and conditions without prior notice to the person concern.

SECTION 6 DECLARATION

Please refer to Section 5

I declare that to the best of my knowledge, the information given in this form is correct and complete. I have read the instructions and understand the contents and will abide by the conditions.

Applicant's Signature

Date

Parent's Signature (For those below 18 years old)

Date

SECTION 7 ADMISSION PROCEDURE

Please attach the following when you submit your application

	Check List	For Office Use
1. Completed Application Form.	☐	☐
2. Certified copies of Academic Results relevant to entry requirements.	☐	☐
3. Proof of English Language Proficiency e.g. IELTS or TOEFL, if applicable.	☐	☐
4. Photocopy of Identity Card or Passport.	☐	☐
5. Three (3) passport size photographs with name written on the reverse side.	☐	☐

OFFICE USE ONLY

Application Accepted

☐ Full Offer☐ Conditional Offer

Semester Admitted

1	2	3	4	5	6	7	8	9	10
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Student No.

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Exemptions Given (if any)

English Language Requirements

Remarks

Counselled & enrolled By

Name:

Date

Bursary

Name:

Date

☐ Payment Schedule Issued

Student Record

Name:

Date

☐ Letter of Offer Issued☐ Orientation Kit

Please send the completed form with relevant supporting documents to:



**KOLEJ ANTARABANGSA
KEMAJUAN PELANCONGAN**
ADVANCED TOURISM INTERNATIONAL COLLEGE
ATIC
Formerly known as ATI Asia Tourism Training Centre

61, Lorong Macalister, 10400 Georgetown, Penang.

(Attn : Admission Unit)

Tel : (604) 226 6455

Fax : (604) 228 5455

Email : info@atic.edu.my