

APPLICATION FOR ADMISSION

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

SECTION 1	PRELIMINARY INFORMATION							
1. Please use BLOCK LETTERS and BLACK INK 2. Tick ☑ where applicable								
Course								
Certificate Diploma Higher National Diploma Degree Please affix your								
Semester	passport-sized photograph here							
How do you know about us? Advertisement Open Day Walk-In Education Fair: Introduced By Friends Telemarketing Magazine: Others:								
SECTION 2	PERSONAL INFORMATION							
Name								
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
Parents or Gurdian's Name (as per I/C or Passport)	
Relationship	
Office Address	,
	Postcode
Telephone No.	Occupation

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 then 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		Parent's Signature (For those below 18 yeas old)				
Date		Date				
SECTION 7 ADMISS	ION PROCEDURE					
Please attach the following when you submit your application Check List For Office Us						
Completed Application Form	n.					
Certified copies of Academic	y 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 U	JSE ONLY				
Application Accepted Semester Admitted	Full Offer [1 2 3 4	Conditional Offer 5 6 7 8	9 10			
Student No.		i i				
Exemptions Given (if any)						
English Language Requirement	s					
Remarks						
Counselled & enrolled By	Name:		Date			
Bursary	Name:	e kuad	Date			
Student Record	Name:		Date ion Kit			

Please send the completed form with relevant supporting documents to:



61, Lorong Macalister, 10400 Georgetown, Penang.

(Attn: Admission Unit)

Tel: (604) 226 6455 Fax: (604) 228 5455 Email: info@atic.edu.my

















