



(Formerly known as Millennium Institute of Technology)

## APPLICATION FOR ADMISSION

Please read Section 6 before completing this form and ensure that the form is completed correctly.

### SECTION 1 PRELIMINARY INFORMATION

- 1) Please complete in BLOCK LETTERS
- 2) Tick (☑) where applicable

Course			
<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Degree			
Semester			



Student No. 

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How do you know about us?

Advertisement   
  Open Day   
  Walk-ins   
  Education Fair: \_\_\_\_\_  
 Introduce by friends   
  Telemarketing   
  Others: \_\_\_\_\_

### SECTION 2 PERSONAL INFORMATION

Name (as per I/C/passport)																		
IC/Passport No.																		
Place of birth					Nationality													
Race					Religion													
Date of birth					Marital status	<input type="checkbox"/> Single <input type="checkbox"/> Married												
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female				Age													
Current address																		
																Postcode		
Telephone No.	Home/Mobile								E-mail									
<small>Country/Area Code</small>																		
Permanent home address																		
																Postcode		
Telephone No.									E-mail									
<small>Country/Area Code</small>																		

### SECTION 3 PARENT'S / GUARDIAN'S INFORMATION

Parent's / Guardian's name																																					
Relationship																																					
Office address																																					
														Postcode																							
Occupation								Office Tel.No:																													
																			<i>Country/Area Code</i>																		
Email address								Office Fax.No:																													
																			<i>Country/Area Code</i>																		

### SECTION 4 ACADEMIC / PROFESSIONAL QUALIFICATIONS

Please list all school/college/professional qualifications that you have taken **from age 15** and their results.

Date of examination	Name of examination	Name of school/college	Results

Please give details of any English Language qualifications you have obtained e.g. IELTS or TOEFL

Date of examination	Name of examination	Results

### SECTION 5 DECLARATION

Please refer to Section 6

We confirm that, to the best of our knowledge, the information given in this form is correct and complete. We have read the instructions, in particular those relating to this section. We understand what it says, and abide by the conditions set out there, which we accept as conditions of this application.

Applicant's signature
Date

Parent's / Guardian's signature
Date

## SECTION 6 TERMS AND CONDITIONS

### 1 Fees

- 1.1 An application fee of RM300/USD100 must accompany all applications.
- 1.2 All fees must be paid within 7 days of the commencement date of the each new semester. Please do not send cash payments through post.
- 1.3 Cheques should be made payable to **LIMKOKWING EXECUTIVE LEADERSHIP COLLEGE SDN. BHD.**
- 1.4 With regard to payment by installment, the following apply.
  - A nominal surcharge on course fees will be levied on late payment.
  - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred.
- 1.6 Failure to settle outstanding fees within the prescribed period may result in exclusion from the College's Register.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the College's Finance Office.

### 2 Withdrawal

- 2.1 Students must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is RM500.00.
- 2.3 Please note that in the event of a student failing to complete a course of study, the College is not obliged to return any part of the fees paid by or on behalf of the student.

### 3 Deferral

- 3.1 The student must apply to the Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event that a deferral is granted, a deferral fee of RM500.00 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

### 4 Transfer between Courses

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

### 5 Add / Drop Module(s)

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

### 6 Rules and Regulations

- 6.1 All students must abide by the College Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the College premises will be reported to the relevant authorities.
- 6.3 The College and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the College.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The College reserves the right to revise the College Rules and regulations without prior notice.

### 7 The College reserves the right to accept or reject any application without assigning any reason.

### 8 Fees quoted in USD will be revised as and when the need arises from the fluctuation of the currency exchange rate.

## SECTION 7 ADMISSION PROCEDURE

Please attach the following when you submit your application

	Check List	For Office Use
1 Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2 Registration Fee of RM300/USD100. Cheques should be payable to <b>LIMKOKWING EXECUTIVE LEADERSHIP COLLEGE SDN. BHD.</b>	<input type="checkbox"/>	<input type="checkbox"/>
3 Certified copies of Academic Results relevant to entry requirements	<input type="checkbox"/>	<input type="checkbox"/>
4 Proof of English Language Proficiency e.g IELTS or TOEFL, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
5 Photocopy of Identity Card ( <i>Local students only</i> ) Three (3) passport copies including all blank pages ( <i>International students only</i> )	<input type="checkbox"/>	<input type="checkbox"/>
6 3 Passport size photographs with name written on the reverse ( <i>Local students only</i> ) 8 Passport size photographs ( <i>International students only</i> )	<input type="checkbox"/>	<input type="checkbox"/>
7 Portfolio consisting 3 pieces of Original Artwork, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

### FOR 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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Conditions \_\_\_\_\_

Exemptions \_\_\_\_\_

English Requirements \_\_\_\_\_

Remarks \_\_\_\_\_

Counselled by \_\_\_\_\_  
Name in Full Date

Enrolled by \_\_\_\_\_  
Name in Full Date

Data Entered  Letter of Offer Issued \_\_\_\_\_  
Date

Please send the completed form to :



*Leadership that takes you to the top*  
(Formerly known as Millennium Institute of Technology)