



APPLICATION FOR ADMISSION

Please read Section 6 before completing 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"/> Professional Diploma		<input type="checkbox"/> Diploma	

Semester		Intake	
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How did you find out about us?

Advertisement
 Open Day
 Walk-ins
 Education Fair: _____
 Introduced by friends
 Telemarketing
 Others: _____

Student No.

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* FOR OFFICE USE ONLY



SECTION 2 PERSONAL INFORMATION

Name (as per I/C/passport)																	
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IC/Passport No.																	
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Place of Birth		Nationality	
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Race		Religion	
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Date of Birth		Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married
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Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	
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Current Address			
			Postcode

Telephone No.	Home/Mobile		E-mail	
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Country/Area Code

Permanent Home Address			
			Postcode

Telephone No.		E-mail	
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Country/Area Code

SECTION 6 TERMS AND CONDITIONS

1 Fees

- 1.1 An application fee of RM 300/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 INTERNATIONAL LIFESTYLE DESIGN ACADEMY SDN. BHD.**
- 1.4 With regard to payment by installment, the following applies:
 - 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 Limkokwing Lifestyle Design Academy's Register.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the Limkokwing Lifestyle Design Academy's Finance Office.

2 Withdrawal

- 2.1 Students must inform the Limkokwing Lifestyle Design Academy 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 Limkokwing Lifestyle Design Academy 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 Limkokwing Lifestyle Design Academy 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 from the Limkokwing Lifestyle Design Academy to Limkokwing University of Creative Technology 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 Limkokwing Lifestyle Design Academy Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the Limkokwing Lifestyle Design Academy premises will be reported to the relevant authorities.
- 6.3 The Limkokwing Lifestyle Design Academy and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the Limkokwing International Lifestyle Design Academy.
- 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 Limkokwing Lifestyle Design Academy reserves the right to revise the Limkokwing Lifestyle Design Academy Rules and regulations without prior notice.

7 The Limkokwing Lifestyle Design Academy 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 LIMKOKWING INTERNATIONAL LIFESTYLE DESIGN ACADEMY SDN. BHD.	<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	<input type="checkbox"/>	<input type="checkbox"/>
6 3 passport size photographs with name written on the reverse	<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICE USE ONLY

Application Accepted Full Offer Conditional Offer

Semester Admitted	1	2	3	4	5	6
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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 :

