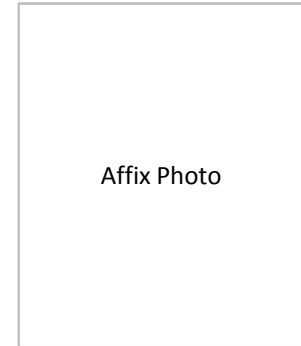


1) Please complete in **BLOCK LETTER**

2) Tick (✓) where applicable

SECTION 1 COURSE DETAIL

Programme : 1st Choice _____
2nd Choice _____
3rd Choice _____



Intake : Feb June Nov Year: _____

Special Intake : Apr Sep Other Year: _____

SECTION 2 PERSONAL PARTICULARS

Full Name : _____
(as per IC / Passport) _____

IC/ Passport No : _____ Nationality : _____

Date of Birth : _____ Place of Birth : _____

Gender : Female Male

Religion : _____ Race : _____

Marital Status : Single Married Divorced Widowed

Correspondence : _____

Address : _____

Postcode : _____

Contact No : (H) _____ (M) : _____

Email Address : _____

SECTION 3 PARENT / GUARDIAN DETAILS

Parent / Guardian : _____

Name : _____

Relationship : _____

Contact No : (H) _____ (M) : _____

SECTION 4**ACADEMIC DETAILS****List of Academic Qualifications (SPM)**

Subject	Date Completed	School Name and Location	Grade
1. Bahasa Malaysia			
2. English			
3. Sejarah			
4. Mathematics			

Other:

Subject	Date Completed	School Name and Location	Grade
1			
2			
3			
4			

List of Academic Qualification (OTHER)

Date Completed	Name of Exam	School Name and Location	Result

SECTION 5**DECLARATION**

I have read all the terms and conditions set out in Section 6.

I declare that the information given in this form is correct and complete to the best of my knowledge. I hereby give our consent for personal data relating to the application for admission to the course as stated be collected, processed and published by the College ONLY in ways which facilitate the application of the course. I understand and accept the terms of admission to the College and abide by the conditions set out here.

Applicant's Signature

--

Date:

Parent's / Guardian's Signature

--

Date:

1.0 FEES

- 1.1 An application fee of RM300.00 must accompany each application.
- 1.2 All fees must be paid within 7 days of the commencement date of each semester, unless awaiting PTPTN loans. DO NOT SEND CASH payments through posts.
- 1.3 Cheques should be made payable to **MacAcademy Sdn Bhd**.
- 1.4 Payment by installment (monthly, semesterly, yearly) is not protected against the increase in fees. Late payment may be subject to a penalty surcharge.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred.
- 1.6 Failure to pay fees due within the prescribed period may result in exclusion from College register.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the College.

2.0 WITHDRAWAL

- 2.1 Students must inform the Registrar in writing if they are withdrawing from the course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of the 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.

3.0 DEFERRAL

- 3.1 The student must apply to the Registrar in writing and granted at the discretion of the college only to exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed 14 days after the commencement of the new semester.
- 3.2 A deferral fee of RM500.00 applicable.
- 3.3 Students who interrupt their studies are responsible to familiarize themselves for any changes to course and / or syllabus.

4.0 TRANSFER BETWEEN COURSES

- 4.1 A student may apply for transfer from one course to another within the College within 14 days after the commencement of the semester, subject to the student having met the minimum entry requirement and the availability of place in the applied course. Approval from Head of Academic is pre-requisite.

5.0 ADD/DROP MODULE(S)

- 5.1 Students must apply to the Head of Academic within 2 weeks after the commencement of semester.
- 5.2 To add modules, students must satisfy the pre-requisite modules, and the College is not responsible to ensure there's no clash the time-table.

6.0 RULES AND REGULATIONS

- 6.1 All Students must abide by the College rules and regulation. A copy of Student's handbook will be given on the first days of the first semester for all new students.
- 6.2 Failure to observe these rules and regulations may result in expulsion, suspension and appropriate legal action. All criminal activities will be reported to relevant authority.
- 6.3 The college and its management will not be held responsible for damages, losses or injuries arising from the course of studentship with the college.
- 6.4 The Disciplinary Board has the authority to hand out disciplinary action on any student found to behave in a manner that affects the reputation and security of the College, its staff and other fellow students. Students can appeal against such punitive disciplinary action. The procedures are spelled out in the students's hand book.

7.0 RIGHTS OF COLLEGE TO ACCEPT / REJECT APPLICATIONS

- 7.1 The college reserves the right to accept or reject any application without assigning any reason.

Please ensure the following are attached together with submission of this application.

	Check list	For office use
1. Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2. One-time application fee RM300. All payments should be made payable to MacAcademy Sdn Bhd	<input type="checkbox"/>	<input type="checkbox"/>
3. Certified copies of Academic Results relevant to entry requirement.	<input type="checkbox"/>	<input type="checkbox"/>
4. Photocopy of front & back NRIC.	<input type="checkbox"/>	<input type="checkbox"/>
5. Four (4) passport size photo (with name of applicant written on the reverse)	<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICE USE ONLY

Outcome of Application : Unconditional Offer Conditional Offer
 Rejection Further information required

Semester Admitted : **1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9**

Exemptions : _____

English Requirements : _____

Remarks : _____

Conselled / Recruited by : _____ (Signature & Date) Enrolled / Registered by : _____ (Signature & Date)

Name of Staff / Agent : _____ Name of Staff / Agent : _____

Approved by : _____ (CEO Signature & Date) Offer Letter Issued : _____

Name of CEO : Mr Yee Seng Seen Name of Staff : _____

4 COPIES OF APPLICATION FORM REQUIRED

1. Registry (Original copy with all details)
2. Finance (with IC, payment & billing details)
3. Marketing (Form only with relevant details)
4. CEO Office (Form only with relevant details)

Date Admitted : _____ Received by : _____

Hostel Required : YES / NO Commencement Date : _____

Checked in by : _____ Rental per month : _____

Course Fee : RM _____ Scholarship : RM _____

Financed by : PTPTN Amount: _____
 Self-Financed by: _____

Please send completed application to:

INTERNATIONAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY (W4P0066)

Wisma TLT, 51&51A, Jalan Ipoh, 51200 Kuala Lumpur, Malaysia

Tel: +603 40446005 Fax: +603 40445958

Web: www.iimat.edu.my Email: info@iimat.edu.my