

**APPLICATION AND ADMISSIONS FORM**

**INNOVATIVE  
EDUCATION,  
FOR A  
SUCCESSFUL  
LIFE.**

*Instruction to complete the form:*

- Please complete this form in **BLOCK** letters
- Please write clearly and fill in all required information. Incomplete information will result in processing delays
- Attach all school results/academic qualifications. Photocopied documents must be "Certified True Copy"
- Please tick appropriate column

**PART 1 : PERSONAL DETAILS**

Full Name					
Date of Birth					
Nationality	<input type="checkbox"/> Malaysian	<input type="checkbox"/> International	Please specify country of origin: _____		
IC/Passport no.					
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married
Religion	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Muslim	<input type="checkbox"/> Others : _____
Telephone (with country code)	Mobile				
	Home				
Email Address					

**PART 2 : PERMANENT ADDRESS**

Address					
City/Town				Postcode	
State					
Country					

**For Office use only**

Student ID	E	W			Intake		
Programme/Course							

PART 2A : MAILING ADDRESS

☐ Please tick if your mailing address is the same as your permanent address.

Address		
City/Town		Postcode
State		
Country		

PART 3 : PARENTS/GUARDIAN CONTACT DETAILS

Full Name		
Relationship		
Address		
City/Town		Postcode
State		
Country		
Telephone (with country code)	Mobile	
	Home	
Email Address		

PART 4 : EMERGENCY CONTACT DETAILS

☐ Please tick if your mailing address is the same as your permanent address.

Full Name		
Relationship		
Telephone (with country code)	Mobile	
	Home	
Email Address		

PART 5 : LAST HIGH SCHOOL ACADEMIC QUALIFICATION

School/College/University		
City/Town		
State		
Country		
Highest Qualification Obtained		Year
Score	STPM: CGPA	SPM: BM Maths Sejarah
	Others:	
Results	<input type="checkbox"/> Actual	<input type="checkbox"/> Forecast
English Qualification	STPM: MUET band	STPM: 1119 IELTS TOELT Others:

**PART 6: OTHER ACADEMIC QUALIFICATIONS**

Name of University/College	Level	Programme	Duration	Taught Language	Result

**PART 7: WORKING EXPERIENCE (If applicable)**

Job Title Nature of work/training	Name of Organisation	Full time or Part time	From		To	
			Month	Year	Month	Year

**PART 8 : INTERNATIONAL STUDENT ONLY**Passport Number Date of Issue  -  -  Date of Expiry  -  - Passport Issued by Country Are you holding any type of Malaysia Immigration Pass now? ☐ Yes ☐ NoIf yes, please specify type pass ☐ Social Visit ☐ Dependent ☐ Diplomatic ☐ StudentImmigration Pass Expiry Date (dd-mm-yyyy)  -  - If on Social Visit, do you obtain ☐ Malaysia Entry Visa ☐ Visa on ArrivalPass Ref. No. Current Address in Malaysia   
*If you are a student/former student from other institutions in Malaysia, please fill in the following:*Programme Name of Institution Duration of Studies  Year  Month*Note: Those transferring from other institutions in Malaysia and holding a Student Pass/Visa or Dependent Pass will need to provide the followings:*Leaving Certification/Testimonial ☐ Result ☐Release Letter ☐ Attendance Report ☐**PART 9 : MEDICAL DISCLOSURE**Do you have any medical condition that need attention of the College? ☐ Yes ☐ No

If yes, please tick the indicated below:

☐ Allergies ☐ Asthma ☐ Epilepsy ☐ Others :   
☐ Anaemia ☐ Colour Blindness ☐ Heart Disease
*Notes for International Students:**1. It is compulsory for all international students to purchase a health care plan and keep it valid throughout your academic study at FAME International College.**2. Students from yellow Fever Endemic Zones and other affected areas are required to have an international Health Certificate showing Yellow Fever Vaccination.*

**PART 10: FUNDING**

<input type="checkbox"/> Self Funding	<input type="checkbox"/> Scholarship	Please Specify: _____
<input type="checkbox"/> PTPTN	<input type="checkbox"/> Others	Please Specify: _____

**PART 11: PROGRAMME/VALUE ADDED COURSE APPLIED FOR**

<input type="checkbox"/> Certified Accounting Technician (CAT)	<input type="checkbox"/> Diploma in Entrepreneurship
<input type="checkbox"/> Association of Chartered Certified Accountants (ACCA)	<input type="checkbox"/> Foundation in Management
<input type="checkbox"/> Certificate in Business Studies	<input type="checkbox"/> B.A. (Hons) International Business Management
<input type="checkbox"/> Diploma in Accounting and Finance	<input type="checkbox"/> B.Sc. (Hons) Business Management, Accounting and Finance
<input type="checkbox"/> Diploma in Business Administration	<input type="checkbox"/> Others : _____

**PART 12 : DECLARATION AND AGREEMENT BY APPLICANT**

I declare that the information provided by me in this application form is true and correct.

I acknowledge and agree:

- a) That FAME International College reserves the right to vary or reserve any decision regarding admission or enrollment made on the basis of incorrect or incomplete information given by me.  
 b) To abide by all academic, administrative and examination rules and regulations of the programme and to uphold the integrity and good name of FAME International College at all times.  
 c) By signing this form, I confirm that I have read, understood the contents and voluntarily completed this form.

Signature of Applicant:

Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**FOR OFFICE USE ONLY**

Document Checklist :

<input type="checkbox"/> Student's IC/Passport	<input type="checkbox"/> Three Copies of Passport (for International Student Only)
<input type="checkbox"/> SPM/STPM/UEC/High School Result Transcripts	<input type="checkbox"/> Release Letter (for International Student Only)
<input type="checkbox"/> School Leaving Certificate	<input type="checkbox"/> Medical Check Up Form (for International Student Only)
<input type="checkbox"/> Three Passport Sized Photographs	<input type="checkbox"/> Home Country Identity Card (for International Student Only)
<input type="checkbox"/> Resume (if applicable)	<input type="checkbox"/> International Student Affidavit (for International Student Only)
<input type="checkbox"/> Student Referral Form	<input type="checkbox"/> Any other relevant/supporting documents:
<input type="checkbox"/> School Testimonial	Please specify : _____

Received by : \_\_\_\_\_

Name of Staff : \_\_\_\_\_

Date : \_\_\_\_\_

Position : \_\_\_\_\_

Student referral : \_\_\_\_\_

Are all relevant documents enclosed and certified true copy?

Remarks :

☐ Yes ☐ No Please specify : \_\_\_\_\_

**For Programme Coordinator/Registrar/Head of Academic**

Remarks :

Name of Staff : \_\_\_\_\_

Date : \_\_\_\_\_

**Any offer made by FAME International College (hereinafter referred to as "The College") to the Student is subjected to the following Terms and Conditions which shall be deemed to have been accepted by the Student (of parent/guardian/sponsor for Student below the age of 18) upon signing of the Registration Form or upon payment of the prescribed Registration Fee, whichever is earlier:-**

### 1. FEE

- 1.1 Without prejudice to the rights of The College, all the Fees stated herein are correct at the time of printing. All Fees will be regularly reviewed and are subject to change without notice.
- 1.2 The Registration Fee paid is strictly non-refundable and non transferable under any circumstances.
- 1.3 All Tuition Fees paid are non refundable and non transferable subject to exceptional circumstances as stated herein.
- 1.4 Students are entitled to the full services of the programme/course registered provided by the College upon formal registration with the prescribed registration fees paid.
- 1.5 Students shall only attend programme/course which the Students have enrolled with The College. However, Students shall pay the Tuition Fees and other related fees (if any) of any programme/course which they have not enrolled but attended without permission of The College.
- 1.6 Additional external examination or registration fees, if not paid at the time of enrolment, must be paid directly to the external examination body. Unless prior written approval to delay such payment, a charge of Five Ringgit Malaysia Only (RM5.00) per day will be imposed for each late payment.
- 1.7 Places will not be held without payment. Settlement in full or in part by agreement with the College will ensure that your name appears on the course register. Attendees at classes who have not completed an enrolment will be directed to the Student Service Counter to complete the necessary enrolment documentation and to pay any fees dues.
- 1.8 All payments shall be made as per follow:

**Bank Name : RHB BANK BERHAD**  
**Bank Address : LOT 7418, JALAN SIMPANG TIGA, 93300 KUCHING, SARAWAK.**  
**Bank Account Name : FAME International Training Sdn. Bhd.**  
**Bank Account No. : 2-11146-500-37928**  
**Swift Code : RHBBMYKL**

- 1.9 All cheques or postal orders are to be made payable to **FAME International Training Sdn. Bhd.**
- 1.10 Students who have been granted approval to pay the prescribed Tuition Fees by instalments on a semester basis shall make the payment seven (7) days before the commencement of the semester. Unless an approval to delay such payment was given by The College, a charge of Five Ringgit Malaysia Only (RM5.00) per day will be STRICTLY imposed for each late payment.
- 1.11 Students who are entitled to promotional item(s) and wish to terminate their enrolment prematurely shall pay back the price of the given promotional item(s) as at the time of the purchase by The College within fourteen (14) days from the date of termination.
- 1.12 Students who are granted scholarships are not entitled to any rebates or promotional items. Any scholarship or rebates granted is non-transferable, non-refundable and non exchangeable for cash or any kind.
- 1.13 Scholarship students who withdraw from College are required to pay for classes attended on pro-rated basis at the rate of standard course.
- 1.14 Applicants for scholarship shall make an upfront payment of the minimum fees of the semester pending the grant of scholarship.
- 1.15 The College reserves right to commence legal proceedings against Students who failed/refused/neglected to pay the outstanding balance due to The College upon demand.

### 2. VARIATION/CANCELLATION OF COURSES

- 2.1 The College reserves the right at its sole discretion to revise, amend, modify or to make changes in respect to any programme/course, tutors, or fees without prior notice should the need arise.
- 2.2 The College reserves the right at its sole discretion to cancel/reschedule/postpone the commencement of any program/course should the number of enrolled Students fail to meet the minimum number set by The College. In such cases the Students may, subject to the approval of The College, either make an application to transfer to an alternative program/course or make an application to withdraw and refund of the initial Tuition Fees so paid. An Administration Fee of Two Hundred and Fifty Ringgit Malaysia Only (RM250) may be levied for an application of Tuition Fees Refund unless otherwise approved by The College. A full Tuition Fee is only transferable if the application for transfer is received before the commencement of the semester. However, if the Tuition Fee for the new program/course is higher, the Students will be required to top up the difference. The processing fee for each application for transfer is Two Hundred and Fifty Ringgit Malaysia Only (RM250).
- 2.3 In the event of cancellation of a program/course or lectures due to reasons beyond control of The College, The College reserves the rights at its sole discretion to reimburse the affected Students with a gratuitous payment without prejudice.
- 2.4 The College reserves the right at its sole discretion to alter/amend/modify any aspect of any program/course at any time should the need arise. Should there be changes with respect to days/dates/times of lectures The College shall take all necessary and reasonable attempts to contact those affected Students to inform them of such changes either through their current address or contact number as shown in The College Register System.

### 3. ENROLMENT/ADMISSION

- 3.1 Admission to any programme/course of The College is subject to the approval of the Registrar of the College at its sole discretion. Upon the student signing the Admission Form, Statement of Undertaking and paid the prescribed fees, The College will issue a Letter of Offer to the said student. Students are considered officially admitted/registered into The College.
- 3.2 All the contents of the teaching materials of the programme/course are deemed to be correct and reflect the current state of the knowledge at the time of printing.
- 3.3 The College reserves the right at its sole discretion to reject the application for enrolment from individuals or sponsors where the Tuition Fees or ancillary costs from previous programme/course remain outstanding until such time where all outstanding fees or other ancillary costs are fully paid.
- 3.4 The College reserves the right to decline a request for enrolment with good cause which shall be determined by the Registrar of The College at its sole discretion.
- 3.5 Upon payment of the prescribed Tuition Fees and administration charges for enrolment in a programme/course, the Students will be issued with an official receipt which stands as a proof of payment and enrolment and it must be shown to the Management of The College upon demand. The official receipt must be presented to support any subsequent adjustments to the Students' enrolment. Any request for reprinting of the official receipt is subject to an administration charge of Five Ringgit Malaysia Only (RM5.00) per copy.
- 3.6 Students shall inform/advise The College's Student Services within fourteen (14) days upon knowing changes to The Students' personal information such as contact address and contact number or any changes which may affect any entitlement to the students' loans, awards, scholarships, or grants.

- 3.7 In the event of non-payment or late payment of the prescribed Tuition Fees or any part thereof without prior written application with valid reasons and supporting documents from Student to the Management of the College and/or prior written approval from the Management of The College at the time being, The College has the right without further notice to bar the Students from using its facilities and/or attending classes and/or withholding examination results and take such action as it deems necessary as may be determined by The College from time to time.
- 3.8 If the Tuition Fees paid exceed the amount payable, the additional amount paid will be credited (without any administration charge accruing) towards the payment of the next instalment of Tuition Fees payable. A refund of the additional amount of Tuition Fees paid will not be made unless the Students discontinue or completed the programme/course, whereby the additional amount of Tuition Fees paid will be refunded.

#### 4. TERMINATION/WITHDRAWAL

- 4.1 Students who wish to withdraw from and/or terminate an enrolled programme/course are required to write in to the Management of the College at the time being to inform the same.
- 4.2 The effective date of termination / withdrawal shall be the date the management of The College issue a written approval for the termination / withdrawal.
- 4.3 Upon official termination/withdrawal, the Students shall fully settle the outstanding amount due to the College (if any) and return forthwith to The College any materials or relevant class texts/workbooks/equipments on loan or hire including but not limited to Student's ID Card.
- 4.4 The proportion of Tuition Fees Refund\*, upon official withdrawal, is shown below subject to an administration fee of Two Hundred and Fifty ringgit Malaysia Only (RM250) for each application for Tuition Fees Refund:

Percentage of the Aggregate of the Course Fees and Additional Fees Paid (if applicable)	If Students' written notice of withdrawal is received
50% of the paid course fees	More than 28 days before class commencement date
20% of the paid course fees	Within 8-28 days before class commencement date
0% - No Refund	7 days before class commencement date

#### 5. DEFERMENT

- 5.1 Application for Deferment of programme/course or unit must be made in writing to the Head of Academic of The College at the time being at least two (2) weeks before the commencement of the enrolled programme/course subject to the approval at the sole discretion of the Head of Academic.
- 5.2 Any outstanding Tuition Fees must be paid in full upon approval of deferment.
- 5.3 A deferment fee of One Hundred Ringgit Malaysia Only (RM100.00) per unit will be charged upon approval. In the event of non-payment or late payment of the fee The College has the right without further notice to revoke such approval and/or decline the subsequent application at the sole discretion of The College.
- 5.4 An approval for deferment of study or unit is only valid for one (1) semester upon approval of the Management of The College except for exceptional circumstances which shall be determined by the Management of The College at its sole discretion.
- 5.5 In the event that the enrolled programme/course is no longer available Students may opt to withdraw from the enrolled programme and fees paid will be refunded by The College accordingly OR change programme. Any increase in fee for changing to a new programme is deemed to be accepted the Students.

#### 6. TRANSFER TO OTHER PROGRAMME

Students who wish to change/transfer to a different programme/course either before or after the commencement of the programme/course must make an application in writing to the Head of Academic of The College at the time being subject to approval at the sole discretion of the Head of Academic. In addition to any difference in Tuition Fees which must be borne by the Students, the processing fee for each application to change/transfer course is Two Hundred and Fifty Ringgit Malaysia Only (RM250) unless otherwise exempted by the Management of The College. In the event of Students changing programme/course, the amount of Tuition Fees and Examination Fees (excluding the processing fee) paid shall be transferable to the next programme/course only if such attended subject is a common subject between the old programme and the next programme.

#### 7. STUDENT VISA (for international students only)

- 7.1 Permission for International Students to study in Malaysia must be obtained from the relevant authorities and that the obtaining of such permission shall be the responsibility of the Student. Such permission must be obtained prior to commencing of the Programme.
- 7.2 In the event that student was not able to obtain the relevant VISA from the Malaysian authorities (and strictly and solely for this reason alone), the student may apply to the College for a refund of his/her paid tuition fees with the exception of any fees paid as Registration Fee and the Administration Fee, which are strictly not refundable.
- 7.3 The College reserves the rights to terminate the student study VISA of International Students within thirty (30) days upon receiving the written notice of transfer to another external college from students.
- 7.4 Students are responsible to pay for the insurance premium for the subsequent year, failing which an insurance renewal fee will be imposed on the students.
- 7.5 Student Visa will also be terminated with immediate effect for the following reasons but not limited to:-
- (a) Attendance condition below 80%;
  - (b) Students failed to attend three (3) consecutive classes;
  - (c) Failed to pay the requisite prescribed fees;
  - (d) Misbehaving in or out of The College;
  - (e) Misuse of Student Visa, e.g. Working illegally; and/or
  - (f) Failed to renew student visa.

#### 7. EXAMINATION FEES & RE-UNITS FEES

- 7.1 The Re-units and/or Examination Fees shall be paid within the time period stipulated by The College.
- 7.2 Re-units are chargeable at Five Hundred Ringgit Malaysia (RM500.00) per unit subject to change without prior notice.
- 7.3 All Examination Fees and Re-units Fees paid are non-refundable and non-transferable.
- 7.4 Professional course students must attempt minimum 5 papers per year/2 exam band. It is the responsibility of the student to ensure his/her Professional Bodies' Registration & Examination fees are paid directly to the bodies concern & in due time (applicable to ACCA, CAT students only).

## 8. VARIATION OF FEES & TERMS & CONDITIONS

- 8.1 All Fees and Terms and Conditions as stated herein will be reviewed annually and are subject to change without notice.  
8.2 The College reserves the right to vary ALL FEES including the Examination Fees and Re-units Fees, should the need arise, without notice.

## 9. LIBRARY & COMPUTING FACILITIES

- 9.1 All Students must abide by the Library and Computer facilities rules and regulations.  
9.2 A refund of library deposit will not be made unless such application is made within three (3) months from the date of Graduation Ceremony or on the Approval of the Withdrawal Application date.  
9.3 Library deposit that is unclaimed within three (3) months from the graduation date or from the approval of withdrawal application date will be forfeited by The College.

## 10. RULES & REGULATIONS

- 10.1 The College places a strong emphasis on moral character, education and professional skills development. The rules and regulations of The College are to be observed at all times. Infringement of any of these rules and regulations will be referred to The College Disciplinary Board.  
10.2 Students shall comply with and adhere to all the rules and regulations as stated in the Student Handbook.

## 11. COPYRIGHTS

- 11.1 The copyright in all materials provided by The College shall (unless expressly stated otherwise) remain vested in The College and may not be reproduced without The College's specific written consent.  
11.2 The copyright in any work produced by the Student as part of the programme/course shall remain with The College and the work may be retained at the sole discretion of The College for publicity and/or promotional purposes.  
12.1 The College is not liable for any loss or damages suffered by Students in the course of study in the premise under the control of The College.  
12.2 The College shall not be held liable to the Students for any delay in performing, or any failure to perform, any of The College's obligations, if such delay or failure was due to any cause beyond The College's control.  
12.3 The College does not insure Students' personal belongings and Students are responsible to make appropriate provision in respect of personal and property insurance.

## 12. LIABILITY & INSURANCE

## PART 14: APPLICANT'S DECLARATION

I, \_\_\_\_\_ [student's full name and IC No.], declare that to the best of my knowledge all the information provided by me in this registration/application form, including those information given in all other documents submitted with this registration/application form are true and complete in all respect. I also accept that FAME International College reserves the right at its sole discretion to vary or reserve any decision regarding admission and enrolment made on the basis of incomplete or incorrect information.

In processing my application, I hereby authorize and give consent to FAME International College to disclose my personal data which includes the purposes for which my personal data is collected/possessed and classes of third parties to whom FAME International College may disclose my personal data to in accordance with the Personal Data Protection Act 2010.

I also accept that FAME International College will routinely share information, such as my application/registration details and coursework/examination results, with University of Cumbria for the purpose of facilitating my study.

I have read, understood and will follow STRICTLY all the aforementioned Terms and Conditions and I further agree to abide by the FAME International College policies, rules and regulations at all time, failing which may result in the withdrawal by FAME International College of a place which may be offered, and that this withdrawal may take place at any time in the duration of the programme/course undertaken.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witnessed by  
FAME International College

Full Name :  
IC :  
Date :

**FAME**  
INTERNATIONAL  
COLLEGE

**FAME INTERNATIONAL TRAINING SDN BHD (461059-U)**

**FAME INTERNATIONAL COLLEGE**

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