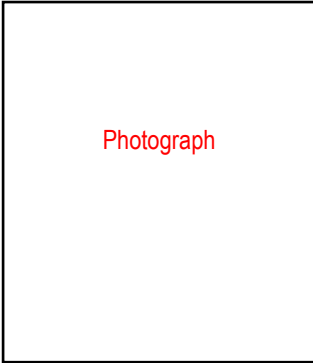




ASIAN TOURISM INTERNATIONAL COLLEGE  
STRIVE FOR EXCELLENCE



# APPLICATION FORM

## STEPS IN COMPLETING THIS FORM

1. Please write in CAPITAL LETTERS.
2. Attach all certified true copy of actual supporting documents.

### 01. Personal Details / Data Peribadi

TITLE(GELARAN)	SURNAME(NAMA AKHIR)
GIVEN NAMES(NAMA)	
GENDER/JANTINA <input type="checkbox"/> Male/Lelaki <input type="checkbox"/> Female/Perempuan	DATE OF BIRTH (D/M/Y)/TARIKH LAHIR (H/B/T)
RACE/BANGSA	RELIGION/AGAMA
MARITAL STATUS/STATUS PERKAHWINAN <input type="checkbox"/> Single/Bujang <input type="checkbox"/> Married/Kahwin	NRIC/NOMBOR KAD PENGENALAN
CITIZENSHIP / NATIONALITY/KEWARGANEGARAAN	

### 02. Postal Address / Alamat Surat Menyurat

ADDRESS / ALAMAT	
STATE / COUNTRY/ NEGERI / NEGARA	POST CODE
TEL (HOME)(RUMAH)	TEL (BUSINESS)(PEJABAT)
TEL (MOBILE)(BIMBIT)	FAX
EMAIL	

### 03. Home Address / Alamat Kediaman

ADDRESS/ALAMAT	
STATE / COUNTRY / NEGERI / NEGARA	POST CODE
TEL (HOME)(RUMAH)	

### 04. Programme Details / Butiran Kursus

Indicate the programme and commencement month that you are applying for.

PROGRAMME
COMMENCEMENT <input type="checkbox"/> January <input type="checkbox"/> April/May <input type="checkbox"/> August/October

### For Office Use Only

DATE OF APPLICATION RECEIVED	<input type="text"/>	
COUNSELED BY	<input type="text"/>	
PROCESSED BY	<input type="text"/>	
DOCUMENT STATUS	COPY OF PMR / SPM / STPM / UEC / A-LEVELS <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
	COPY OF CERTIFICATE / DIPLOMA <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED <input type="checkbox"/> N/A	
	COPY OF ACADEMIC TRANSCRIPT <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED <input type="checkbox"/> N/A	
	COPY OF WORKING TESTIMONIALS <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED <input type="checkbox"/> N/A	
	COPY OF NRIC (M'SIA) / PASSPORT (FOREIGN) <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
	COPY OF MEDICAL CHECK-UP REPORT <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED <input type="checkbox"/> N/A	
	LETTER OF CONSENT TO STUDY <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
	PASSPORT SIZE PHOTOS <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
	REGISTRATION FEE <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
	STUDENT INSURANCE FEE <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
PAYMENT DETAILS	KITCHEN UNIFORM FEE (DCA / DPA / CCA ONLY) <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED <input type="checkbox"/> N/A	
	1 <sup>ST</sup> SEMESTER TUITION FEE <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
	<b>FOR INTERNATIONAL STUDENTS ONLY</b>	
	SECURITY DEPOSIT <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
	STUDENT SERVICE FEE <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED	
INTERNATIONAL STUDENT PROCESSING FEE <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED		
ADMINISTRATION & INDUSTRIAL PLACEMENT FEE <input type="checkbox"/> RECEIVED <input type="checkbox"/> NOT RECEIVED		
ADMISSION STATUS	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED <input type="checkbox"/> CONDITIONAL	
REMARKS		
Introduce By:		

## 05. Educational History / Tahap Pendidikan

Enter details for both secondary and post-secondary study. Fully certified copies of original documents are required or your application will not be processed.

Name of School / Sekolah / College / Kolej / Institution / Institut	Year Attended / Tahun		Qualification Attained / Tahap
	From / Dari	To / Hingga	

## 06. Particulars of Father/Guardian/Sponsor / Butiran Bapa/Penjaga/Penaja

TITLE(GELARAN)	NAME OF FATHER/GUARDIAN/SPONSOR(NAMA BAPA/PENJAGA/PENAJA)	RELATIONSHIP(HUBUNGAN)
OCCUPATION(PEKERJAAN)	TEL (HOME)(RUMAH)	
TEL (MOBILE)(BIMBIT)	TEL (BUSINESS)(PEJABAT)	NO. OF CHILDREN(JUMLAH TANGGUNGAN ANAK)
MONTHLY INCOME <input type="checkbox"/> BELOW < RM 1000 <input type="checkbox"/> RM 3000 < RM 4000	RACE (BANGSA) :	
<input type="checkbox"/> RM1000 < RM 2000 <input type="checkbox"/> RM 4000 < RM 5000	RELIGION (AGAMA) :	
<input type="checkbox"/> RM 2000 < RM 3000 <input type="checkbox"/> RM 5000 < ABOVE	FATHER'S I/C OR PASSPORT NO.	
	DATE OF BIRTH	

## 07. Particulars of Mother/Guardian/Sponsor / Butiran Ibu/Penjaga/Penaja

TITLE(GELARAN)	NAME OF MOTHER/GUARDIAN/SPONSOR(NAMA IBU-BAPA/PENJAGA/PENAJA)	RELATIONSHIP(HUBUNGAN)
OCCUPATION(PEKERJAAN)	TEL (HOME)(RUMAH)	
TEL (MOBILE)(BIMBIT)	TEL (BUSINESS)(PEJABAT)	NO. OF CHILDREN(JUMLAH TANGGUNGAN ANAK)
MONTHLY INCOME <input type="checkbox"/> BELOW < RM 1000 <input type="checkbox"/> RM 3000 < RM 4000	RACE (BANGSA) :	
<input type="checkbox"/> RM1000 < RM 2000 <input type="checkbox"/> RM 4000 < RM 5000	RELIGION (AGAMA) :	
<input type="checkbox"/> RM 2000 < RM 3000 <input type="checkbox"/> RM 5000 < ABOVE	MOTHER'S I/C OR PASSPORT NO.	
	DATE OF BIRTH	

## 08. Medical Disclosure / Maklumat Kesihatan

Do you have any medical condition that requires the attention of the College? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please indicate below: <input type="checkbox"/> Allergies/Alergik <input type="checkbox"/> Anemia/Anemia <input type="checkbox"/> Asthma/asmah <input type="checkbox"/> Colour Blindness/Buta Warna <input type="checkbox"/> Epilepsy/Apilepsi <input type="checkbox"/> Heart Disease/Masalah Jantung <input type="checkbox"/> Others, please state details: _____
Do you have any impairment condition, which may affect your studies? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please indicate below: <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Mobility <input type="checkbox"/> Speech <input type="checkbox"/> Others _____

## 09. Next of Kin / Panggilan Kecemasan

In the event of an emergency, contact: (Only family member is accepted as person to contact during emergency)

TITLE(GELARAN)	NAME(NAMA)	RELATIONSHIP(HUBUNGAN)
TEL (HOME)(RUMAH)	TEL (BUSINESS)(PEJABAT)	TEL (MOBILE)(BIMBIT)

## 10. Mode of Payment Preferred / Kaedah Pembayaran

Select the following mode of payment.

<input type="checkbox"/> Semester Payment / Semester	<input type="checkbox"/> Full Payment / Penuh	<input type="checkbox"/> Installment Payment / Bulanan
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## 11. Immigration Pass Information (For International Students Only)

Are you holding any type of Malaysian visa now? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, the type of visa you are currently holding: <input type="checkbox"/> Social Visit <input type="checkbox"/> Student <input type="checkbox"/> Dependent <input type="checkbox"/> Diplomatic
Expiry date of immigration pass held: Day ____ Month ____ Year ____

## 12. Conditions of Enrolment

Please read carefully and initialized this section once you have read and understood it.

1. All applicable fees for the academic year are set out in the Fee Schedule.
2. Payment by crossed cheque, money order or bank draft are to be made payable to **“Asian Tourism International College Sdn. Bhd”**.
3. Outstation cheque, money order or bank draft can be credited into the College’s bank account.
4. Cash payment can only be made at the Registrar’s office.
5. It is the duty of the applicant to obtain payment receipts as proof of payment.
6. All form of fees is neither refundable nor transferable, EXCEPT where written notice is received by the Chief Executive Officer. Under these following circumstances, the amount of fees refundable is subject to the following:
  - i. For international students, withdrawal before the issuance of Letter of Placement, the Registration Fee, Administration & Industrial Placement Handling Fee, Student Service Fee, and International Student Processing Fee will NOT be refunded.
  - ii. For Malaysian students, withdrawal before the issuance of Letter of Placement, the Registration Fee will not be refunded.
  - iii. Withdrawal from the programme within the first week after the commencement of the semester, 50% of all fees is refundable except Registration Fee, Student Insurance Fee, Kitchen Uniform Fee (if applicable), Administration & Industrial Placement Handling Fee (if applicable), Student Service Fee (if applicable), and International Student Processing Fee (if applicable) will NOT be refunded.
  - iv. Withdrawal from the programme within the second week after the commencement of the semester, 25% of all fees is refundable except Registration Fee, Student Insurance Fee, Kitchen Uniform Fee (if applicable), Administration & Industrial Placement Handling Fee (if applicable), Student Service Fee (if applicable), and International Student Processing Fee (if applicable) will NOT be refunded.
  - v. Withdrawal from the programme after the second week of the commencement of the semester, there will be no refund on of all fees paid EXCEPT for Deposit Fee (applicable to international students only).
  - vi. For Malaysian students, withdrawal from the programme due to non-fulfillment of entry requirement upon official announcement of examinations result (SPM / STPM / UEC), he/she will be eligible for a pro-rated refund of all fees due and paid except for Registration Fee, Student Insurance Fee and Kitchen Uniform Fee (if applicable)
7. All fees are due before the first day of the academic week.
8. For short skill course, full payment of tuition fee must be made before starting the class.
9. If payment is not received by due date, students will automatically be barred/suspended from entering class.
10. The College will impose an Unbarred Fee of RM300.00 to lift the suspension on students who failed to pay their tuition fee by due date.
11. An administrative fee of RM100.00 will be imposed for inter-programme transfer except when the transfer is carried out before the semester commences. The amount of fees transferable to the new programme is subject to the following:
  - i. If the transfer is carried out within one month after the commencement of the semester, all fees paid are transferable to the new programme.
  - ii. If the transfer is carried out after the first month of the semester, only 50% of all fees paid are transferable.
12. In the event a student is expelled from the College due to disciplinary problems, academic misconduct and other forms of misconduct that are deemed inappropriate by the College, there shall be no refund of fees paid EXCEPT for Refundable Deposit Fee (applicable to international students only and subject to the condition of expulsion).
13. Refund will be made in the name of the parent/guardian/sponsor as declared in Section 9 of this form.
14. Refund will be processed and issued within 60 days from the date the refund claim application is received.
15. Refund that has been submitted and processed but not collected within 3 months will be transferred to a separate account and be applied for whatsoever purposes deemed fit by the College and further thenceforth the parent/guardian/sponsor/student shall have no claim in respect of such money whatsoever.
16. Students must abide by all academic, administrative and examination rules, regulations and policies of the College.
17. The College has the right to amend any of the conditions or enrolment, academic, administrative and examination rules, regulations and policies without giving prior notice.

Initial \_\_\_\_\_

This Conditions of Enrolment is correct at the time of printing.

### 13. Checklist

Please enclose the following with the application form or your application will not be processed.

- 3 copies of recent passport size photos (Malaysian Student) / 8 copies of recent passport size photos (International Student)
- Certified copy of national registration identity card – NRIC (Malaysian Student Only)
- 3 sets of photocopied passport including blank pages in the passport book (International Student Only)
- Certified copies of examination results – SPM or STPM / transcripts / certificates / diplomas (wherever applicable)
- Copies of working testimonials (if applicable)
- Original medical report (for students enrolling for Culinary & Hospitality programmes only)
- Registration Fee of RM500.00 payable to Asian Tourism International College Sdn. Bhd. (cash / card / bank draft / cheque / money order)

### 14. Declaration By Applicant and Parent / Guardian / Sponsor

<u>Declaration By Applicant</u>	<u>Declaration By Parent / Guardian / Sponsor</u>
<p>I declare that the information provided by me in this application form is true and correct. I understand that ATI College reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I also hereby declare that I have read, understood and agree the Conditions of Enrolment as laid out in Section 12 by the College in this application form. I agree to abide by all academics, administrative and examination rules, regulations and policies of the College. I also acknowledge that I have been properly counseled, briefed and given full explanation by the College's education counselors about the programme that I am enrolling for.</p>	<p>I hereby agree to pay all scheduled fees due on or before the date stipulated by the College. I also understand and agree that if I default in paying the fees, the College has the right to bar my child / ward / employee from attending class. I have also read understood, and agree to the Conditions of Enrolment as laid out in Section 12 by the College in this application form. I hereby apply for his / her admission to ATI College as a student and I undertake to pay the full cost of his / her studies.</p>
NAME OF APPLICANT	NAME OF PARENT / GUARDIAN / SPONSOR
NRIC / PASSPORT NO	NRIC / PASSPORT NO
SIGNATURE	SIGNATURE
DATE	DATE

<b>FOR OFFICE USE ONLY</b>
<p><b>ADDITIONAL REMARKS</b></p>