



Please complete and return this application form to:

Kolej Pengajian Tinggi ATC (ATC College),
Bangunan Tunas Utama,
Jalan Petaling, 50000 Kuala Lumpur
Tol Free : 1 800 88 9292
Tel : 603 2031 0266
Fax : 603 2031 0261
Email : enquiries@atc2u.edu.my

Kemayan ATC,
49, Georgetown,
Jalan Zainal Abidin, 10400 Penang
Tol Free : 1 800 88 9292
Tel : 604 2299 266
Fax : 604 2299 266
Email : penang@atc2u.com

Photo

Please read carefully and answer with precision.

Malaysian []

International []

Nationality: _____

PART I: PERSONAL DETAILS

Title: Mr [] Ms [] Mrs [] Other _____

Name (as per NRIC / passport): _____

NRIC: Old: _____ New: _____

Gender: Male [] Female [] Date of birth : (dd/mm/yy) _____

Race: _____ Religion: _____ Place of birth: _____

Mailing Address: _____

Zip/Postcode: _____ City/State : _____

Tel: Home: _____ Mobile: _____ Email: _____

Secondary school detail: _____

PARENT/GUARDIAN

Name: _____ Relationship: _____

Mailing Address: _____
(if different from above)

Zip/Postcode: _____ City/State : _____

Tel: Home: _____ Mobile: _____ Email: _____

Occupation: _____ IC No: _____

Race: _____ Religion: _____

CONTACT PERSON IN CASE OF EMERGENCY

Name: _____ Relationship with applicant: _____

Mailing Address: _____

Zip/Postcode: _____ City/State : _____

Tel: Home: _____ Mobile: _____ Email: _____

PART II : COURSES

PRE-UNIVERSITY (CAMBRIDGE A LEVEL / FOUNDATION STUDIES)

A'Level []

Subjects:

Economics [] Business [] Accounting [] Law [] Mathematics [] English Literature [] Psychology []

Please note that full time students must select a minimum of 3 subjects. The choice of subjects is based on available combinations.

Foundation in Arts []

Foundation in Law []

LAW PROGRAMMES

University of London Bachelor of Laws []

Certificate in Legal Practice []

BUSINESS PROGRAMMES

Certificate in Business Studies []

Diploma in Accounting []

Diploma in Management []

Bachelor Business Administration (IUKL) []

Diploma in Marketing []

Bachelor of Accounting (IUKL) []

Diploma in Business Administration []

PART III: ACADEMIC BACKGROUND

Please attach a copy of your certificates and the transcripts of all results obtained for your highest level of study currently including SPM / O-Level / equivalent AND STPM / A Level / equivalent plus a certified translation if the originals are not in English (except Malaysian students)

Document attached

O Level / SPM / or equivalent [] Undergraduate Degree Cert & Transcript [] Foundation []

A Level / STPM / or equivalent [] Diploma Cert & Transcript [] Others []

PART IV: MEDICAL DISCLOSURE (All students must complete)

Do you have any medical condition that requires the attention of the College? If yes, please indicate below:

Allergies [] Anaemia [] Asthma [] Colour Blindness []

Epilepsy [] Heart disease [] Diabetes [] Others []

(Please give details) _____

Blood Type: _____

1. It is compulsory for all international students to purchase a Health Care Plan and keep it valid throughout the academic study period at ATC.
2. Students from Yellow Fever Endemic Zones and other affected areas are required to have an International Health Certificate showing Yellow Fever Vaccination as part of the submission for Malaysian Immigration purposes.

INSTALLMENT PLAN

Lumpsum [] 3 Installment []

6 Installment [] Others []

STATEMENT OF CONDITIONAL ACCEPTANCE: DIPLOMA / BACHELOR OF BUSINESS PROGRAMMES

Diploma in Management	[]	Bachelor Business Administration (IUKL)	[]
Diploma in Marketing	[]	Bachelor of Accounting (IUKL)	[]
Diploma in Business Administration	[]		
Diploma in Accounting	[]		

STATEMENT OF CONDITIONAL ACCEPTANCE : CAMBRIDGE A'LEVEL / FOUNDATION STUDIES

I, _____ NRIC / Passport No _____ affirm that I am fully aware that general entry / eligibility requirements for the A' level programme is minimum of 5 C's in SPM / O' Level or equivalent. I am aware that my acceptance at ATC is conditional upon me satisfying the above requirements.

STATEMENT OF CONDITIONAL ACCEPTANCE : UNIVERSITY OF LONDON BACHELOR OF LAWS

(Applicable to ALL students enrolling on the University of London Bachelor of Laws programme)

(Please fill in the relevant information)

I am aware that the general entry / eligibility requirements for the University of London Bachelor of Laws (LL.B) programme are :

- (a) 3 SPM / O Level credits or equivalent (including English);
- (b) 2 STPM (Min CGPA 2.00) / A Level (Principal or its equivalent in single sitting) / Foundation (Min CGPA 2.00)

I, _____ NRIC / Passport No _____ affirm that I am fully aware of the requirements and that I have / do not have the requisite requirements. I have obtained / will obtain the necessary entry requirements before sitting for the examinations of the University of London International Programmes LL.B programme I am aware that my acceptance at ATC is conditional upon me satisfying the above requirements. I am aware that the conditional acceptance into the University of London Bachelor Programme at ATC is not deemed as acceptance by the University of London International Programmes.

STATEMENT OF CONDITIONAL ACCEPTANCE : CERTIFICATE IN LEGAL PRACTICE

(Applicable to ALL students enrolling on to the Certificate in Legal Practice)

(Please fill in the relevant information)

I am aware that the general entry / eligibility requirements for the Certificate in Legal Practice programme are :

- (a) 3 SPM / O Level credits obtained in a sitting; AND
- (b) 2 STPM (Min CGPA 2.00) / A Level Principle Passes or its equivalent in a single sitting);
- (c) Degree in Laws recognised by the Malaysian Legal Profession Qualifying Board.

I, _____, NRIC No : _____ affirm that I am fully aware of the requirements and that I have / do not have the requisite requirements. I have obtained / will obtain the necessary entry requirements before sitting for the CLP exam. I am aware that my conditional acceptance into the Certificate in Legal Practice programme is not at ATC deemed as acceptance by the Malaysian Legal Profession Qualifying Board to do the CLP exam.

PART V : CHECKLIST OF DOCUMENTS

Malaysian Student

- Photocopy of NRIC
- Photocopy of all academic certificates / transcripts
- Photocopy of trial / forecast results (where relevant)
- 4 passport sized photographs

International Student

- Photocopy of all pages of passport
- Photocopy of all academic certificates / transcripts
- 8 passport sized photographs
- Medical report

How was ATC introduced to you?

- Friends Website Facebook Teachers / Counsellors Parents / Guardians
Advertisements: Radio The SUN The Star Billboard / Gantry Others

PART VI : REQUIREMENTS OF THE MALAYSIAN QUALIFICATIONS AGENCY (MQA)

The Ministry of Higher Education Malaysia requires that all students enrolled on any programme be required to complete the MPU as part of their course of study. If you have already completed any of the following subjects (after SPM / O'Level / A'Level) please provide us with the necessary proof of this. Otherwise, students will be required to complete with the requirement set out under the Matapelajaran Pengajian Umum (MPU).

PART VII : ENGLISH LANGUAGE PROFICIENCY (To be Completed by International Students Only)

Have you taken any formal English Language test in the last 2 years: Yes No

Test Name: _____ Test score: _____

Estimated English level: _____

PART VIII: IMMIGRATION INFORMATION (To be completed by International Students Only)

Are you a current Malaysian Immigration Pass / Visa holder? Yes No

Please specify type of Visa / Pass: Social Student Dependant Diplomatic

Date of expiry of current Visa / Pass: dd/mm/yy _____

If you are transferring to us from another Malaysian institution / college / university, please provide the following documentation from that institution / college / university:

- Release letter
- Results of most recent course of study
- Attendance reports
- Original Offer / Acceptance Letter

If you are transferring to us from another Malaysian institution / college / university, please specify duration studied there : _____ months _____ years

Applicable to ALL students

1. I understand that the Fees for the individual programmes are specified in the Fee Schedule.
2. I understand that payment of all relevant fees must be made BEFORE the course commences and students may make payment either by banker's draft (international students) or local cheques payable to Macro System Consultancy Sdn. Bhd. CIMB Bank - 8001483191
3. I understand that enrolment for a course together with the payment of the required fees creates a binding Agreement to follow the course and to pay the full fees in the prescribed manner.
4. I understand that I am required to bring my student card at all times while on the premises and failure to do so may result in me being asked to leave the premises.
5. I undertake to abide by all academic, administrative and examination rules, regulations and policies currently in force or as shall be changed from time to time by ATC.
6. I understand that ATC reserves the right to use student personal information to carry out its responsibilities in the personal and academic interest of the student. The scope of usage of this information may include publication of student's photo, examination results, prize awards, scholarship awards and other information relevant to the student's education at ATC.
7. I understand that ATC reserves the right to require a student to leave the course at any stage if the student's continued presence would, in the opinion of the Management of ATC, be detrimental to the satisfactory running of the course. Any fee refund and the amount to be refunded to such an excluded student is wholly at the discretion of the Management of ATC.
8. I understand that smoking on ATC premises or in the immediate vicinity of the premises may result in my immediate expulsion from the institution.
9. The Management of ATC reserves the right to cancel a course provided two weeks' prior notice (one week for a revision course) is given. Any fees paid to the college in such an instance will be refunded in full.
10. The Management of ATC will assume no responsibility for any loss, damage, death or injury occasioned to any student not arising out of the negligence of the institution.
11. It is a condition of this Agreement that all students enrolled at ATC must indicate in all UNIVERSITY OF LONDON & UNIVERSITY OF CAMBRIDGE documentation that they are students of ATC.
12. It is a further condition of this Agreement that the onus is on all students enrolled on any course at ATC to ensure that they enquire and satisfy all the eligibility requirements for the said course and / or for any further course(s) that they may wish to pursue.
13. Where a student is applying for a loan / scholarship from any institution, ATC shall provide the student with a letter stipulating the amount of fees payable for the programme. This letter may only be released to a student who has paid the Registration Fees and has become a student of ATC.
14. The Registration Fee is non-refundable in any circumstances should a student discontinue the programme for any reason, the determination of the refund of fees shall be on a case-to-case basis. The decision of the Management of ATC on this matter is final.

15. ATC is not liable for any action or decision of any third party, including but not limited to, the University of London International Programmes, the Malaysian Legal Profession Qualifying Board and the University of Cambridge.
16. I am aware that I am bound by any and all Regulations imposed upon me by the University of London International Programmes (for the Bachelor of Laws programme), by the Malaysian Legal Profession Qualifying Board (for the Certificate in Legal Practice programme) and by the University of Cambridge (for the University of Cambridge A'Level programme).
17. I have read and understood ATC's refund policy stated in the Student Handbook and shall adhere to it.
18. I understand that all course fee and/or monthly installments of course fee under a installment plan, must be paid by the 7th of every month. I understand that a late payment fine of RM50 a month or RM15 per week will be charged where the fee is paid after the 7th of every month. I understand that the management of ATC may exercise its discretion to deny me use of the facilities and prevent me from attending classes until the fee is paid.
19. I hereby agree to grant my consent for Macro System Consultancy Sdn. Bhd. that wholly owns Advance Tertiary College, an institution of higher education licensed by the Ministry of Education of Malaysia, to collect, obtain, store and process the personal data including but not limited to sensitive personal data that I have provided in this form for the purposes of administration and processing in accordance to The Company's Personal Data Protection Notice (Students) which is available at www.atc2u.edu.my.
I hereby acknowledge that I have read & understood the terms and conditions above and I accept all the responsibilities and requirements that are imposed on me.

Applicable to International students only

20. I understand that as an international student, I will be required to pay the Immigration and Administration Fees in advance in order for the institution to process the Student Visa with the Malaysian Immigration Department. In instances where I opt to withdraw from the programme (for whatever reason) these fee payments are non-refundable.
21. I am aware that I will be required to pay the remaining fees before the release of the Student Visa to me.

I declare that the statements made by me and all the information provided herein are correct to the best of my knowledge and I hereby agree to be bound by the terms and conditions stated above which I have read and understood.

Signature

Date

Name & Signature of Parent / Guardian
(Applicable to students under 18 years of age)