

Application Form



Please complete and return this application form to:

ADVANCE TERTIARY COLLEGE

KL Campus [DK129(W)]

A-0-1B, Wisma HB, Megan Avenue 2, No.12
Jalan Yap Kwan Seng, 50450 Kuala Lumpur.

Tel: 603 2031 0266
Email: enquiries@atc2u.edu.my

Penang Campus [DK186(P)]

No 1, Halaman Melaka, 10400
Georgetown, Penang.

Tel: 604 2299 266
Email: penang@atc2u.edu.my

Photo

Please read carefully and answer with precision.

Malaysian ☐ International ☐ Nationality: _____

Part I : Personal Details

Title: Mr ☐ Ms ☐ Mrs ☐ Others: _____

Name (as per MyKad / Passport): _____

MyKad No: _____ 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: _____ MyKad No: _____

Race: _____ Religion: _____

Contact Person In Case Of Emergency

Name: _____ Relationship: _____

Mailing Address: _____

_____ Zip / Postcode: _____ City / State: _____

Tel: Home: _____ Mobile: _____ Email: _____

Part II : Courses

Foundation in Law ☐ University of London Bachelor of Laws ☐ UK Transfer Degree Programme (Law) ☐

Certificate in Legal Practice ☐

Part III : Academic Background

Please attach a copy of your certificates and the transcript of all results obtained for your highest level of study currently including SPM / O-Level / equivalent AND STPM / ALevel / 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

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

Allergies	☐	Anaemia	☐	Asthma	☐	Color Blindness	☐	Epilepsy	☐	Heart disease	☐
Diabetes	☐	Others	☐								

(Please give details): _____ Blood Type: _____

Instalment Plan

Lump sum ☐ 3 Instalment ☐ 6 Instalment ☐ Others ☐ _____

Statement of Conditional Acceptance: Foundation Studies

I, _____ MyKad No. / Passport No. _____ affirm that I am fully aware that general entry / eligibility requirements for the **Foundation** 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 / UKT Programme

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

- 5 SPM / O'Level credits or equivalent (including English);
- STPM (minimum CGPA 2.00) / A'Level (2 Principal passes or its equivalent in single sitting) / Foundation (minimum CGPA 2.00)

I, _____ MyKad No. / 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 / UKT (Law) 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 / UKT (Law) programme at ATC is not deemed as acceptance by the University of London International Programmes / UKT (Law) programme.

Statement of Conditional Acceptance: Certificate in Legal Practice

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

- 5 SPM / O'Level credits obtained in a single sitting; AND
- STPM (minimum CGPA 2.00) / 2 A'Level Principal Passes or its equivalent in a single sitting / Foundation (minimum CGPA 2.00)
- Degree in Law recognised by the Malaysian Legal Profession Qualifying Board.

I, _____ MyKad No. / 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 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 Professional Qualifying Board to do the CLP exam.

How was ATC introduced to you?

Friends ☐

Website ☐

Social Media ☐

Teachers / Counselor ☐

Parents / Guardians ☐

Newspaper Ads ☐

Others ☐ _____

Part V: 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 VI : Terms & Conditions for Enrolment at ATC

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 cheque payable to **ADVANCE TERTIARY COLLEGE SDN BHD | CIMB Bank - 8001483191 (KL Campus)** and **ATC2U SDN BHD | CIMB Bank - 8010795731 (Penang Campus)**
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 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 documentation that they are student 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 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 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 Programme, UK Degree Transfer Programme and the Malaysian Legal Profession Qualifying Board.
16. I am aware that I am bound by any and all Regulations imposed upon me by the University of London International Programme (for the Bachelor of Laws programme), UK Degree Transfer Programme and by the Malaysian Legal Profession Qualifying Board (for the Certificate in Legal Practice 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 the full tuition fee (where paid in lump sum) or the first instalment under an instalment plan must be paid within 30 days from the course commencement date. Thereafter, all monthly or semester instalments must be paid by the 7th day of the relevant month or semester. A late-payment charge of RM50 per month or RM15 per week will apply to any payment received after the 7th day. I understand that ATC Management may, at its discretion, restrict my access to ATC facilities and/or suspend my attendance at classes until all outstanding fees are fully paid.

19. I hereby agree to grant my consent for Advance Tertiary College, and institution of higher education licensed by the Ministry of Education of Malaysia, to collect, to obtain, store and process the personal data including not limited to sensitive personal data that I have provided in this form for the purpose 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.

I declare that the statement 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.

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