





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		For Office Use Only		
TITLE(GELARAN) SURNAME(NAMA AKHIR)		DATE OF APPLICAT	TION RECEIVED	
GIVEN NAMES(NAMA)		COUNSELED BY		
GENDERIJANTINA □Male/Lelaki □Female/Perempuan	DF BIRTH (D/M/Y)/TARIKH LAHIR (H/B/T)	PROCESSED BY		
RACE/BANGSA RELIGI	ON/AGAMA		COPY OF PMR / SPM / STPM / UEC / A-LEVELS	
MARITAL STATUS/STATUS PERKAHWINAN □Single/Bujang□Married/Kahwin	OMBOR KAD PENGENALAN		COPY OF CERTIFICATE / DIPLOMA	
CITIZENSHIP / NATIONALITY/KEWARGANEGARAAN			COPY OF ACADEMIC TRANSCRIPT	
02. Postal Address / Alamat Surat	Menyurat	DOCUMENT STATUS	COPY OF WORKING TESTIMONIALS RECEIVED NOT RECEIVED N/A COPY OF NRIC (M'SIA) / PASSPORT (FOREIGN)	
ADDRESS / ALAWAT			☐ RECEIVED ☐ NOT RECEIVED COPY OF MEDICAL CHECK-UP REPORT ☐ RECEIVED ☐ NOT RECEIVED ☐ N/A	
			LETTER OF CONSENT TO STUDY □ RECEIVED □ NOT RECEIVED	
			PASSPORT SIZE PHOTOS ☐ RECEIVED ☐ NOT RECEIVED	
STATE / COUNTRY/ NEGERI / NEGARA	POST CODE			
TEL (HOME)(RUMAH)	USINESS)(PEJABAT)		REGISTRATION FEE □ RECEIVED □ NOT RECEIVED	
TEL (MOBILE)(BIMBIT)			STUDENT INSURANCE FEE	
EMAIL			KITCHEN UNIFORM FEE (DCA / DPA / CCA ONLY) RECEIVED INOT RECEIVED IN/A	
03.Home Address / Alamat Kediam	nan		1ST SEMESTER TUITION FEE □ RECEIVED □ NOT RECEIVED	
ADDRESS/ALAMAT		PAYMENT DETAILS	FOR INTERNATIONAL STUDENTS ONLY	
			SECURITY DEPOSIT RECEIVED NOT RECEIVED	
			STUDENT SERVICE FEE RECEIVED NOT RECEIVED	
			INTERNATIONAL STUDENT PROCESSING FEE □ RECEIVED □ NOT RECEIVED	
STATE / COUNTRY / NEGERI / NEGARA		ADMINISTRATION & INDUSTRIAL PLACEMENT FEE		
TEL (HOME)(RUMAH)				
04. Programme Details / Butiran Kursus Indicate the programme and commencement month that you are applying for.		ADMISSION STATUS	☐ ACCEPTED ☐ NOT ACCEPTED ☐ CONDITIONAL	
PROGRAMME		REMARKS		
COMMENCEMENT ☐ January ☐ April/May	□ August/October			
		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 Sc			Voar Atto	nded / Tahun	Qualification Attained
Name of School / Sekolah / College / Kolej / Institution / Institut		From / Dari	To / Hingga	Tahap	
			l		
			!		
6. Particulars	s of Father/Guard	dian/Sponsor / Butiran Ba	pa/Penjaga/Pena	ıja	
ITLE(GELARAN)	NAME OF FATHER/GUAF	RDIAN/SPONSOR(NAMA BAPA/PENJAGA/PENA	AJA)	R	ELATIONSHIP(HUBUNGAN)
OCCUPATION(PEKERJAA	N)			TEL (HOME)(RUMAH)	
EL (MOBILE)(BIMBIT)		TEL (BUSINESS)(PEJABAT)		NO. OF CHILDREN(JUN	ILAH TANGGUNGAN ANAK)
			DAGE (DANGOA)		
IONTHLY INCOME	☐ BELOW < RM 1000	□ RM 3000 < RM 4000	RACE (BANGSA) :		
	□ RM1000 < RM 2000	□ RM 4000 < RM 5000	RELIGION (AGAMA) :		
	□ RM 2000 < RM 3000	□ RM 5000 < ABOVE	FATHER'S I/C OR PASSP	ORT NO.	
		•	DATE OF BIRTH		
7. Particulars	of Mother/Guar	dian/Sponsor / Butiran Ib	u/Peniaga/Penai	a	
TLE(GELARAN)		RDIAN/SPONSOR(NAMA IBU-BAPA/PENJAGA/I			ELATIONSHIP(HUBUNGAN)
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IONTHLY INCOME			RELIGION (AGAMA) : MOTHER'S I/C OR PASSE		
MONTHLY INCOME	□ RM1000 < RM 2000 □ RM 2000 < RM 3000	☐ RM 4000 < RM 5000 ☐ RM 5000 < ABOVE	RELIGION (AGAMA) :		
8. Medical Di	RM 2000 < RM 3000 RM 2000 < RM 3000 Sclosure / Maklu	RM 4000 < RM 5000 RM 5000 < ABOVE mat Kesihatan	RELIGION (AGAMA) : MOTHER'S I/C OR PASSED DATE OF BIRTH	ORT NO.	
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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/quardian/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/quardian/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 _	

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 **Declaration By Applicant** Declaration By Parent / Guardian / Sponsor I declare that the information provided by me in this I hereby agree to pay all scheduled fees due on or before application form is true and correct. I understand that ATI the date stipulated by the College. I also understand and College reserves the right to vary or reverse any decision agree that if I default in paying the fees, the College has the right to bar my child / ward / employee from attending regarding admission or enrolment made on the basis of incorrect or incomplete information. I also hereby declare class. I have also read understood, and agree to the that I have read, understood and agree the Conditions of Conditions of Enrolment as laid out in Section12 by the Enrolment as laid out in Section12 by the College in this College in this application form. I hereby apply for his / application form. I agree to abide by all academics, her admission to ATI College as a student and I administrative and examination rules, regulations and undertake to pay the full cost of his / her studies. 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. NAME OF PARENT / GUARDIAN / SPONSOR NAME OF APPLICANT NRIC / PASSPORT NO NRIC / PASSPORT NO SIGNATURE SIGNATURE

FOR OFFICE USE ONLY			
ADDITIONAL REMARKS			
ADDITIONAL ILLIANING			

DATE

DATE