

PERSONAL PARTICULAR

Please complete this form on Block Letters

Surname				Title (Please circle)	MR/MRS/MS/MDM	4 x Photos
Other Name						
NRIC/Passport No			Nationality			
Date of Birth			Sex (M/F)	Race		
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			Religion		
Resident Address						
Contact	(M)		(H)		Fax	
Email Address						
Company Name						
Company Address						
Company Contact	(O)		(Ext)		Fax	
Preferred Mailing Address (Please Tick)	<input type="checkbox"/> Resident Address		<input type="checkbox"/> Company Address			

Current / Former Student Details (If Applicable)

Programme		Intake		Class Code	
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PARENTS / GUARDIAN DETAILS

Name				Relationship	
Resident Address					
Contact	(M)		(H)		Fax
Email Address					

EMERGENCY CONTACT DETAILS

Contact Person				Relationship	
Resident Address					
Contact	(M)		(H)		Fax

INFORMATION

How do you hear about FTMS's Programmes? (Please Tick)	Do you require accommodation? (Please Tick) <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Friends <input type="checkbox"/> Advert, please specify () <input type="checkbox"/> Exhibitions <input type="checkbox"/> Other, please specify ()	

IMPORTANT INSTRUCTIONS

1. Please write clearly and fill in all the required information. Incomplete information will result in processing delays.
2. Attach transcript of all academic qualifications. Photocopied documents must be 'Certified True Copy'. Certification can be made by a person in a position of authority for e.g. a lawyer or a public accountant etc. Certification can also be made at FTMS in which case, the originals must be presented for verification.
3. All applications must be accompanied with the programme fees.
4. Any change in personal particulars must be notified in writing to the Administration Department.

REFERENCE

Name				Relationship	
Address					
Contact	(M)		(H)		Fax
Email Address				No. of Years Known to Applicant	

INTERNATIONAL STUDENT ONLY

Are you currently holding any type of Malaysian Immigration Pass/Visa? *(Please Tick)*
 If yes, type of Immigration Pass/Visa *(Please Tick)* :
 If on Social Visit, do you obtain *(Please Tick)* :
 Expiry date of Immigration Pass/Visa held (dd/mm/yyyy) :
 Pass Ref. No. :

[] Yes [] No
 [] Social Visit [] Student [] Dependent [] Diplomatic
 [] Malaysian Entry Visa [] Visa On Arrival
 []/[]/[]
 []

***ANTECEDENT**

Have you ever been refused entry into or deported from any country, including Malaysia?
 Have you ever been convicted in a court of law in any country, including Malaysia?
 Have you ever been prohibited from entering Malaysia?
 Have you ever entered Malaysia using a different Passport or Name?
If any of the answer is yes, please furnish details on a separate sheet of paper

[] Yes [] No
 [] Yes [] No
 [] Yes [] No
 [] Yes [] No

Current Address in Malaysia:

Those transferring from other Institutions/Colleges/Universities in Malaysia and holding a Student Pass/Visa or Dependent Pass will need to provide the School Leaving Certificate/Testimonial, Release Letter, Result and Attendance Report

If you are a student/former student of any Institution/College/University in Malaysia, please fill in the following:

Programme			
Institution / College / University		Duration studied there <i>(Years)</i>	

MEDICAL DISCLOSURE

Do you have any medical condition that requires the attention of the College? *(Please Tick)* [] Yes [] No
 If yes, please tick the indicated below:

[] Allergies [] Anaemia [] Asthma [] Colour Blindness [] Epilepsy [] Heart Disease [] Other, please provide details :

Note: (For international Students Only)

- It is compulsory for all international students to purchase a health care plan and keep it valid throughout your academic study at FTMS College.
- Student from Yellow Fever Endemic Zones and other affected areas are required to have an International Health Certificate showing Yellow Fever Vaccination.

PROGRAMME APPLIED FOR

Postgraduate (Masters)

[] Master of Business Administration (MBA)

Undergraduate (Bachelors)

- [] BSc. (Hons) in Accounting and Finance
 [] BA. (Hons) in Business Management
 [] BA. (Hons) in International Management
 [] BA. (Hons) in Human Resource Management
 [] BA. (Hons) in Marketing

Professional Accounting

- [] Certified Accounting Technician
 [] The Association of Chartered Certified Accountants - ACCA
 [] Chartered Institute of Management Accountants - CIMA

Foundation and A-Level

- [] Foundation in Business Information Technology
 [] Foundation in Business Studies N/010/3/0438
 [] A-Level (Law | Business | Economics | Accounting)

Diploma

- Computing
 [] Diploma in Business Information Technology
 [] Diploma in Computer Science
 [] Diploma in Computer Science (Computer Network)

- Accounting & Finance
 [] Diploma in Accounting and Finance
 [] Diploma in Accounting
 [] Diploma in Finance
 [] Diploma in Banking and Finance

- Business Management
 [] Diploma in Marketing Management
 [] Diploma in Business Administration
 [] Diploma in Business
 [] Diploma in International Business
 [] Diploma in Project Management
 [] Diploma in Entrepreneurship
 [] Diploma in Hotel Management

- Allied Science
 [] Diploma in Psychology
 [] Diploma in Healthcare Management

Certificate and English

- [] Certificate in Business Information Technology
 [] Certificate in Computer Maintenance
 [] Certificate in Computer Networks
 [] The International English Language Testing System (IELTS)
 [] Intensive English

SHORT COURSE []

TERMS AND CONDITIONS

1. Payment of Fees

- 1.1 All applications must be accompanied with fees payable upon registration (Please refer to the Programmes Fees Schedule).
- 1.2 To enjoy all benefits including scholarships and payment options at the campus, the fee schedule should be complied with. All fees irrespective of options are due on the 2nd day of every month in the calendar year.
- 1.3 Scholarship rebates are applied only upon completion of payment/s. Any form of rebates are only applicable for local students.
- 1.4 Access to usage of lockers, library and computer / Internet facilities are complimentary.
- 1.5 Request (written) for change of payment option requires prior written approval by Finance should the request is received after the commencement of the programme.
- 1.6 Late fee payment will penalised at a rate of RM10 per day, and/ or a change in fee payment option.
- 1.7 Rebate for exemption subjects are only applicable for a maximum of 5 subjects and no exemption for final academic year. (Upon Registration)

2. Admission and Progression to Courses

Admission and Progression into courses will be jointly decided by FTMS College Admission Board, the professional bodies and its university partners. Satisfaction of admission requirements does not mean admission to the course selected. Students admitted will receive a Letter of Acceptance from FTMS College. Progression to the next level of study will depend on successful completion of the course studied, class attendance and conduct of student.

3. Cancellation, Withdrawal, Deferment and Internal Transfer of Course

All applications for cancellation, withdrawal, deferment or transfer of course must be made in written form and in accordance with Standard PEI-Student Contract.

3.1. Cancellation and Withdrawal

Enrolment for the courses / course packages together with payment of the required fee creates a binding agreement to follow the courses, as resources have been committed to the student for the duration of the program package. No refund of course fees will be made for any cancellation and withdrawal from courses except in accordance with the refund policy stated below.

3.2. Deferment

- 3.3.1 Deferment of courses to a subsequent period MUST be in writing to the Graduate Schools Office (GSO) and will ONLY be considered on a case-by-case basis.
- 3.3.2 FULL PAYMENT of all outstanding programme fees must be made upon approval of deferment.
- 3.3.3 Students have up to one year from date of approval of deferment to commence the programme again.
- 3.3.4 Students may have to adapt to new programme structure or change programme if the programme is no longer available. Any increase in fee would have to be borne by the student. FTMS will do its utmost to assist students wherever possible and will not be held accountable if options are rejected by the students.
- 3.3.5 Foreign students are not allowed to defer courses

3.3. Internal Transfer of Course

- 3.3.1 Students may be allowed to transfer from one programme to another before the commencement of the programme
- 3.3.2 All transfer requests MUST be in writing and will be considered on a case-by-case basis
- 3.3.3 If a student transfers from one course to another within FTMS College, the tuition fees are pro-rated and the unutilized fees will be transferred to the new course. Students would have to pay charges to get the student pass changed (applicable for international students) to the new course as well as administrative charges for handling the transfer.

4. Refund Policy

FTMS College will not entertain any request for refund, except if it falls under the following circumstances and will be refunded within 21 working days of application in writing:

4.1. Rejection of Student Pass by Malaysia Immigration Department

If the student pass is rejected, the total fees paid, less the student pass application and administration fees, will be refunded.

4.2. Compulsory English Placement Test

International students are required to take the Compulsory English Placement Test upon arrival in Malaysia before the commencement of the course enrolled for. Should the student's English Language Test results not meet the English proficiency requirements, the student will be required to enrol for the required level of Intensive English course. The course fees paid will be applied to the fees applicable for the required level of Intensive English and the balance of the course fees will be refunded.

4.3. Refund table

Refund of course fees with the exception of the above 4.1 and 4.2 would be in accordance with the refund table as follows:

Percentage of the Aggregate of the Course Fees and Additional Fees Paid (If Applicable)	If Students' written notice of withdrawal is received
80% of the full course fees (If Payment received is less than 20%, no refund will be made)	More than 60 days before the commencement date
50% of the full course fees (If Payment received is less than 50%, no refund will be made)	59 to 45 days before the commencement date
0%	45 or lesser days before the commencement date

5. For students enrolling into ACCA / CAT / CIMA Courses

Students studying for professional examinations will be responsible for applying for membership of the Professional Bodies to be eligible to sit for external professional examinations. All registration and subscription fees payable to professional bodies are to be paid by the students directly to the respective professional bodies.

6. Examination Fees

All registration and examination fees payable by students in accordance with the course of study and examination rules and regulations of the professional bodies i.e. ACCA, CAT and CIMA is the responsibility of the student and student shall pay directly to the professional bodies.

7. Library & Computing Facilities

All students will abide by the Library & Computer facilities rules and regulations.

8. Rules and Regulations

FTMS College places a strong emphasis on moral character, education and professional skills development. The rules and regulations of FTMS College are to be observed at all times. Infringement of these rules and regulations will be referred to FTMS College Disciplinary Board.

9. Confidentiality Clause

FTMS College undertakes to maintain the confidentiality of the student's personal particulars and not to disclose the information to any third party unless required by law or other statutory regulations

10. Fee Protection Scheme & Medical Insurance

All international students enrolling will be insured with EMGS Medical Insurance panel.

11. Undertakings

- 11.1. The student undertakes and confirms that all the documents submitted to FTMS College for the application of Student Pass issued by Malaysia Immigration Department are correct and true copies;
- 11.2. The student undertakes to inform the Registrar of FTMS College in writing of any change in personal particulars;
- 11.3. The student undertakes to comply with the provisions of the Immigration Act and any other statutory acts, rules and regulations made thereunder or any statutory modification or reenactment thereof while in Malaysia;
- 11.4. The student undertakes to inform FTMS College when they decide to withdraw from the courses enrolled;
- 11.5. The student undertakes NOT to study without a Student Pass;
- 11.6. The student undertakes NOT to be involved in any activity related to controlled or prohibited drugs, politics, criminal offences and any other commitment prohibited under the Immigration Act or other statutory acts during their stay in Malaysia;
- 11.7. The student undertakes NOT to indulge in any activities which are inconsistent with the purpose for which the Student Pass has been issued by Immigration Department;

- 11.8. The student undertakes NOT to be engaged in any form of employment or in any business, profession or occupation in Malaysia whether paid or unpaid, without the consent in writing of Malaysia Immigration Department;
- 11.9. The student undertakes NOT to overstay in Malaysia and will renew or extend the Student Pass before its expiry date;
- 11.10. The student undertakes to leave Malaysia before the expiry of the Student Pass, or if the Student Pass has been cancelled by the student, FTMS College or Immigration Department;
- 11.11. The student understands that working illegally and overstaying in Malaysia is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning in accordance with the laws of Malaysia.
- 11.12. The student understands that applying for a job while on a student pass or has submitted forged documents to Immigration Department/FTMS College, or the student pass is withdrawn or not renewed by Immigration Department, or the student has been caught working illegally, the course fee or any other fee paid by the student will be forfeited by FTMS College.
12. The student declares that all the information provided with this application is true and correct. The student accepts that any documents provided in this Application Form which are forged will result in forfeiture of all the fees that has been paid to FTMS College.
13. The student accepts that FTMS College has the right to cancel the Student Pass, if the student does not want to study at FTMS College. The student will surrender the Student Pass to FTMS College or Immigration Department for cancellation.
14. The student accepts that FTMS College reserves the rights to cancel the Student Pass, without refund of course fees or any other fees paid to FTMS College, without notice under the following circumstances:
- 14.1. The student has been absent from FTMS College for Seven (7) days without a valid reason;
- 14.2. The student has not been contactable by FTMS College for Seven (7) days;
- 14.3. The student committed any offence prohibited by the Immigration Act and any other statutory act of Malaysia;
- 14.4. The student does not have adequate English language proficiency for the course enrolled, and yet decline to take the English Language course;
- 14.5. The student is not making progress in the studies;
- 14.6. The student has not enrolled for membership of professional bodies and/or sat for examinations as required in a timely manner.
15. The student gives consent to FTMS College to obtain and verify information from or with any source, as FTMS College deem appropriate for the assessment of student's application for study at FTMS College and Student Pass Application.

16. Collection and use of personal data:

The student privacy is important to FTMS College. FTMS College have updated its privacy policy to comply with the recent introduction of the Malaysia Personal Data Protection Act 2010 relating to the use of personal data for marketing purposes. FTMS College would continue to use the personal data provided by the student herewith to send the student details about FTMS College courses/ fees/ promotions. To understand how FTMS College collect and use student's personal data, the student may review FTMS College updated policy at www.ftms.edu.my. If at any time the student no longer wish to receive information from FTMS College, the student should email to FTMS College at ftms@ftms.edu.my. Should the student require any further clarification, please contact us at +6 03 83109355 during office hours, Monday to Friday, 10a.m. - 5p.m.

DECLARATION TO BE COMPLETED BY APPLICANT AND/OR PARENT/GUARDIAN (if applicable)

I have read and understand the "Terms and Conditions" including the Undertakings and consent to apply for the course specified at the "Course Selection" section. I confirm the information given in this form is true, accurate and complete and no information/material has been omitted for processing of my application. I am aware that incomplete information will result in processing delays. **I confirm the submission of educational certificates and transcripts are original and can be verified with the issuing institution for authenticity.**

(Signature of applicant)

Date

FOR OFFICE USE ONLY

Mode of Study [] Full-Time [] Part-Time	Academic year [] Year 1	Intake []	Receipt No. []	(Counsellor Name)
	[] Year 2 [] Year 3 [] Foundation [] English	Student ID No. []	Amount []	
				(Signature)
				Date
Document Checklist: [] Certificate [] Assessment Form [] Syllabus [] 4/8 Passport Sized Photographs	[] Resume [] Student Referral Form [] Testimonial [] Photocopy of IC [] Academic Certificate/Transcripts	[] 3 Copies of Passport (Int. stud. only) [] Release Letter (Int. stud. only) [] Passport Photocopy (Int. stud. only)	[] Medical Checkup Form (Int. stud. only) [] NOC / Eligibility Letter (Int. stud. only) [] Int. Stu. Affidavit (Int. stud. only)	