

STUDENT APPLICATION FORM



PROGRAMME											
YEAR OF INTAKE				MONTH OF INTAKE							
STUDENT NO.											
GENDER	<input type="checkbox"/> FEMALE	<input type="checkbox"/> MALE	Please note that delays may occur in the processing of this application if the form is incomplete.								

AFFIX PHOTO

SECTION 1 PERSONAL INFORMATION Please complete all fields in BLOCK LETTERS (Black/ Blue Ink only)

NAME <small>[As in IC / Passport]</small>		CHINESE NAME <small>[If Applicable]</small>
IC / PASSPORT NO.		DATE OF BIRTH / /
NATIONALITY	RACE	RELIGION
CURRENT ADDRESS		
POSTCODE	STATE	COUNTRY
EMAIL	HOUSE PHONE NO.	MOBILE NO.

SECTION 2 ACADEMIC QUALIFICATIONS

NAME OF SCHOOL / COLLEGE	NAME OF EXAM	YEAR	RESULTS

Please provide details of any English language qualifications you have obtained (e.g. IELTS / TOEFL / MUET)

DATE OF EXAMINATION	NAME OF EXAMINATION	RESULTS

SECTION 3**FAMILY / GUARDIAN INFORMATION**

The following information is required by the Ministry of Education Malaysia as stipulated for Malaysian only under Section 33(c) of the Akta Institut Pengajian Tinggi Swasta 1996.

Please complete all fields in BLOCK LETTERS and tick (✓) where applicable.

PARENT / GUARDIAN'S NAME [As in IC / Passport]		TITLE (Please circle) [Dato' / Dr / Ar / Mr / Mrs / Mdm / Ms]	
IC / PASSPORT NO.		OCCUPATION	
NAME OF COMPANY & ADDRESS		OFFICE TEL. NO.	
		MOBILE NO.	
RELATIONSHIP		<input type="checkbox"/> FATHER	<input type="checkbox"/> MOTHER
		<input type="checkbox"/> SIBLING	<input type="checkbox"/> RELATIVE
		<input type="checkbox"/> GUARDIAN	
NATIONALITY		MALYSIAN <input type="checkbox"/>	OTHER (PLEASE SPECIFY)
HOUSEHOLD INCOME		BELOW MYR3,000 PER MONTH <input type="checkbox"/>	MYR3,001-MYR5,000 PER MONTH <input type="checkbox"/>
MYR5,001-MYR7,000 PER MONTH <input type="checkbox"/>		MYR7,001-MYR10,000 PER MONTH <input type="checkbox"/>	ABOVE MYR10,000 PER MONTH <input type="checkbox"/>

SECTION 4**FINANCIAL SUPPORT INFORMATION**

Please complete all fields in BLOCK LETTERS and tick (✓) where applicable.

SELF FUNDING [including Parent / Guardian] <input type="checkbox"/>	SCHOLARSHIP / LOAN <input type="checkbox"/>	
NAME OF SPONSOR / LOAN	AMOUNT SPONSORED / LOANED MYR	
MAILING ADDRESS		
POSTCODE	STATE	PHONE NO.

SECTION 5**MEDICAL DISCLOSURE**

Please complete all fields in BLOCK LETTERS and tick (✓) where applicable.

Do you have a disability, impairment or long term medical condition which may affect your studies? If YES, please provide relevant supporting document(s).		<input type="checkbox"/> NO	<input type="checkbox"/> YES
Type of disability	<input type="checkbox"/> Hearing	<input type="checkbox"/> Visual	<input type="checkbox"/> Learning
	<input type="checkbox"/> Mobility	<input type="checkbox"/> Medical	
	<input type="checkbox"/> Other [Please specify]		

SECTION 6**DECLARATION**

I / We confirm that, to the best of my / our knowledge, the information given in this form is accurate and complete. I / We agree to abide by the Terms and Conditions and Fee Regulation of Equator College.

APPLICANT'S SIGNATURE	PARENT/GUARDIAN'S SIGNATURE [Applicable to applicants who are 21 and below]
DATE / /	DATE / /

SECTION 8 APPLICATION PROCEDURE CHECK LIST

Please attach the following when you submit your application. Certified true copies of academic records are required. If the original documents are not in English, a certified English translation must also be submitted.

	Check List	For Office Use
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Photocopy of Identity Card (Local student only)	<input type="checkbox"/>	<input type="checkbox"/>
Certified transcripts or examination certificate (SPM / UEC / 'O' Levels / Equivalent academic qualifications / Forecast results)	<input type="checkbox"/>	<input type="checkbox"/>
Photocopy of School Leaving Certificate	<input type="checkbox"/>	<input type="checkbox"/>
5 Copies of recent passport-sized photographs, with the applicant's name written on the reverse	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio Submission (applicable for all art & design programmes) Three pieces A4 sized original artwork from the options listed below: Still-life / landscape / portrait drawing / poster design in any title and media	<input type="checkbox"/>	<input type="checkbox"/>
Registration & International Student Fee (Cheques should be made payable to Equator Academy of Art & Design Sdn Bhd)	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 9 ADDITIONAL DOCUMENTS FOR INTERNATIONAL STUDENTS

	Check List	For Office Use
Two (2) full sets of passport photocopies in A4 (All pages including cover, back & blank pages)	<input type="checkbox"/>	<input type="checkbox"/>
Photocopy or scan copy of IELTS / TOEFL results	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 10 FOR OFFICE USE ONLY

EC-APPLICATION-FORM
20180220/V1

COUNSELLLED BY	DATE / /
PAYMENT DETAILS	<input type="checkbox"/> REGISTRATION FEE <input type="checkbox"/> PROGRAMME FEE <input type="checkbox"/> INTERNATIONAL STUDENT FEE <input type="checkbox"/> EXAM FEE
	<input type="checkbox"/> CAUTION FEE <input type="checkbox"/> RESOURCE FEE <input type="checkbox"/> INSURANCE FEE <input type="checkbox"/> OTHERS
AMOUNT MYR	RECEIPT NO.
	DATE OF PAYMENT / /
REQUEST FOR EXEMPTIONS / CREDIT TRANSFER (If Applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO
ENGLISH PROFICIENCY	<input type="checkbox"/> ADVANCED <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> ELEMENTARY
REMARKS / CONDITIONS	
ENROLLED BY	APPROVED BY
NAME	NAME
DATE / /	DATE / /
	AUTHORISED RECRUITMENT AGENT'S STAMP [If Applicable]

SECTION 7 | TERMS AND CONDITIONS

1. The college reserves the right to accept or reject any applications for admission.
2. The college will operate in accordance with the stipulations and requirements of the Regulatory Bodies of the country. Other than delivery of programmes as an obligation to a student by acceptance of enrolment, in no event will the college be liable for any damages, including direct, indirect, special, incidental or consequential damages, expenses or loss arising in connection with the enrolled programme; or the inability to use by any party or in connection with any failure of performance, error, defect, interruption in the operation of the programme; or arising from or in connection with any fraud or dishonest conduct of any third party, even if the college has been advised of the possibility of such damages, losses or expenses.
3. The offer of a place is made on the understanding that admission based on Forecast Results is **CONDITIONAL** pending the student's actual results (ie. SPM, UEC, 'O' Levels). A student's place in the programme will only be confirmed upon receipt of his/her actual results, provided that said results satisfy the entry requirements as stipulated by Equator College. Students who fail to meet the entry requirements are either withdrawn from the programme or enrolled in a programme with lower entry requirements.
4. Upon acceptance of the offer of a place and upon the payment of fees, a binding contract is created whereby the student shall abide by the rules and regulations of Equator College.
 - a. New student - fees must be fully paid **BEFORE** the commencement date of semester / term.
 - b. Existing student - a late payment charge of MYR 100.00 plus MYR 10.00 per day will be imposed commencing from the 7th working day. Equator College reserves the right to review the status of the student and to take such necessary action as it deems fit, including but not limited to deregistration from subjects enrolled, barring from classes and facilities, suspension, and withholding of all examination results, certificates and records.
 - c. A re-instatement fee will be imposed on eligible students who wish to revert to their enrolled status.
5. All fees are subject to change without prior notice. Changes in fees will normally take effect in January.
6. Eligibility to sit for the examination depends on the following:
 - a. Fulfilment of attendance requirements of 80%.
 - b. Satisfactory performance in assignments and other stipulated coursework.
 - c. Full payment of tuition and other related fees.
7. The college, its staff and any other persons authorised by the college shall not be liable or responsible for any damage to property, personal injury or loss of personal belongings whatsoever and howsoever sustained or suffered by the student.
8. The college reserves the right to dismiss a student if his/her conduct is such that his/her continued presence would be detrimental to the running of the programme and/or the good name of the college. There shall be no refund (except refundable deposits) if a student is expelled from the college due to academic misconduct or disciplinary behaviour.
9. The application and registration fee is payable at the time of registration. Fees are not refundable, non-transferable and cannot be deferred.
10. The college reserves the right to defer or not to commence any programme, and to review, change and update subject curriculum in any programme as it deems fit and necessary.
11. International student confirmation of enrolment to the college will be subject to the student fulfilling the terms and conditions imposed by the Immigration Department of Malaysia and the Ministry of Education Malaysia.
 - a. All International Students are required to pay the following fees upon registration:

Application & Registration Fee (Non-refundable)	MYR 500.00
International Student Fee (Non-refundable)	MYR 2,000.00
Miscellaneous Fees	One Year
 - b. In the event that the application for a student visa is rejected, the college will refund the tuition fee. However, if the student visa is approved but the student defaults by not commencing the programme, then the above payment will not be refunded.

12. All payment are to be made through crossed cheque, bankdraft or banking transfer as stated below:

Payee Name / Cheque Payable to	Bank Account Details
Equator Academy of Art & Design Sdn. Bhd.	Malayan Banking Berhad Account No: 0070 6811 3856 Swift Code: MBBE MYKL

Please **FAX** or **SCAN** the bank-in slip or payment receipt with your full name, IC / MyKad / passport and contact number to Equator College, Finance Dept. at +604 2264 766 / +604 2644 766 or email to finance@equator.edu.my

I / We hereby acknowledge that i / we have read and understood the Terms and Conditions of Admission as listed in Section 7.
I / We have also retained a copy of the said Section for my / our reference.

NAME

SIGNATURE

DATE

/ /