

APPLICATION FOR ADMISSION

Please read <u>Section 6</u> before completing form and ensure that the form is completed correctly.

SECTION 1	PR	ELI	MII	IAI	RY	INF	OR	MA	TIC	ON											
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Course																					
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Semester	er Intake													Affix Photo							
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Student No.																					
* FOR OFFICE																					
SECTION 2	PE	RSO	ONA	\L I	NF	ORI	MA	TIO	N												
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(as per IC/passport)																					
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SECTION 3	PA	REI	NT/	GU	ARI	DIA	N I	NF	ORI	MAT	ΠΟΙ	N										
Parent / Guardian's Name																						
Relationship		•													•	'	•		•			
Company Name & Address																						
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Occupation		Office Tel. No: Country/Area Code																				
E-mail		Office Fax. No: Country/Area Code																				
SECTION 4	AC	AD	EN	IIC	/ PI	ROF	ES	SIO	NA	L Q	UA	LIF	IC/	ATIC	ONS							
Please list all School/	Colle	ge/P	rofe	ssion	al q	ualif	icatio	ons 1	that	you h	nave	take	en f	rom	Ag	e 15	and	d the	ir re	sults.		
Date of Examination											Ν	lam		Results								
Please give details of Examination												· TO	Results									
SECTION 5	DE	CL	AR/	ATIC	NC																	
Please refer to Section We confirm that, to read the instructions conditions set out the	the b , in p	artic	ular	thos	e re	latin	g to	this	secti	on. ۱	Ve u	ınde	rsta	forn nd w	n is c hat i	orre it say	ct ar /s, a	nd co nd a	ompl bide	ete. \ by th	We ne	have
Applicant's Signature	e									P	aren ⁻	t/Gu	ardi	an's S	iigna	ture						
Date											ate											

SECTION 6 TERMS AND CONDITIONS

1 Fees

- 1.1 An application fee of RM300/USD100 must accompany all applications.
- 1.2 All fees must be paid within 7 days of the commencement date of the each new semester. Please do not send cash payments through post.
- 1.3 Cheques should be made payable to LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY SDN. BHD.
- 1.4 With regard to payment by installment, the following apply.
 - A nominal surcharge on course fees will be levied on late payment.
 - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred.
- 1.6 Failure to settle outstanding fees within the prescribed period may result in exclusion from the University's Register.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the University's Finance Office.

2 Withdrawal

- 2.1 Students must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is RM500.00.
- 2.3 Please note that in the event of a student failing to complete a course of study, the University is not obliged to return any part of the fees paid by or on behalf of the student.

3 Deferral

- 3.1 The student must apply to the Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event that a deferral is granted, a deferral fee of RM500.00 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

4 Transfer between Courses

4.1 A student may transfer from one course to another within the University only with the agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of the new semester.

5 Add / Drop Module(s)

5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

6 Rules and Regulations

- 6.1 All students must abide by the University Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the University premises will be reported to the relevant authorities.
- 6.3 The University and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the University.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The University reserves the right to revise the University Rules and regulations without prior notice.
- 7 The University reserves the right to accept or reject any application without assigning any reason.
- 8 Fees quoted in USD will be revised as and when the need arises from the fluctuation of the currency exchange rate.

SECTION 7	ADN	IISSIOI	N PRO	CEDUF	RE										
Please attach the	following	when yo	u submi	t your ap	plication				Chock	Lict	For Office Use				
1 Completed A	pplication		CHECK	LIST	roi Office Ose										
•	Registration Fee of RM300/USD100. Cheques should be payable to LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY SDN. BHD.														
3 Certified cop	ies of Acad	demic Res	ults relev	vant to er	ntry requi	rements									
4 Proof of Engl	Proof of English Language Proficiency e.g IELTS or TOEFL, if applicable														
	Photocopy of Identity Card (Local students only) Three (3) passport copies including all blank pages (International students only)														
6 3 Passport size photographs with name written on the reverse (Local students only) 8 Passport size photographs (International students only)															
7 Portfolio consisting 3 pieces of Original Artwork, if applicable															
FOR OFFICE USE ONLY															
Application Acce	epted	Full	Offer [Cond	litional O	ffer									
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Conditions Exemptions															
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	English Requirements														
Remarks															
Counselled by			Name	in Full					Da	ate					
Enrolled by			Name	in Full					Da	ate					
Data Entered		Lette	er of Off	fer Issued	I				Da	ate					
Please send the co	mpleted for	rm to :		TIMA			7								

UNIVERSITY
of creative technology