

COURSE APPLICATION FORM

STUDENT NUMBER (for Office Use Only)

SECTION 1: PERSONAL DETAILS

FULL NAME (AS PER IC / PASSPORT)

IC NUMBER

GENDER

FEMALE

MALE

RACE

HIGHEST QUALIFICATION

MOBILE NUMBER

EMAIL

NAME OF INSTITUTION

LOCAL ADDRESS

POSTCODE

CITY / TOWN

STATE

MARITAL STATUS

SINGLE

MARRIED

COUNTRY

STUDENT'S
PHOTO

PARENT / GUARDIAN CONTACT DETAILS

FULL NAME

RELATIONSHIP

TELEPHONE NUMBER

EMAIL

MOBILE NUMBER

ARE YOU AN INTERNATIONAL STUDENT?

YES

NO

COUNTRY OF ORIGIN

PASSPORT NUMBER

EXPIRY DATE

HOME COUNTRY ADDRESS

POSTCODE

CITY / TOWN

STATE

FURTHER STUDIES

After the completion of my studies with YES Academy, I would like to continue studying in Malaysia.

YES

NO

I would like YES Academy centre to assist me in enrolling me into a Higher Education Provider.

YES

NO

EMERGENCY CONTACT

FULL NAME

EMAIL

RELATIONSHIP

MOBILE NUMBER

SECTION 2: PLEASE (✓) YOUR SELECTED COURSE

BTEC ONLY

DIPLOMA IN BUSINESS MANAGEMENT

DIPLOMA IN GRAPHIC DESIGN

DIPLOMA IN INFORMATION TECHNOLOGY

CERTIFICATE IN INTENSIVE ENGLISH

GENERAL ENGLISH PROGRAM (GEP)

INTAKE & PERIOD OF GEP:

JAN FEB MAR APR MAY JUN

JUL AUG SEP OCT NOV DEC YEAR: _____

CERTIFIED ACCOUNTING TECHNICIAN (CAT):

F1 F2 F3

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT (ACCA):

F4 F5 F6 F7 F8 F9

P1 P2 P3 P4 P5 P6 P7

ACCA STUDENT NUMBER: _____

INTAKE:

JAN APR JUL YEAR: _____

SECTION 3: SUPPORTING DOCUMENTS CHECKLISTS

- COPY OF APPLICATION FEES BANK TRANSFER (YES ACADEMY SDN. BHD.)
- PHOTOCOPY OF IC / PASSPORT
- 5 COPIES OF PASSPORT SIZE PHOTOS (50mm x 35mm)
- COPIES OF HIGH SCHOOL CERTIFICATES & TRANSCRIPTS
- COPY OF MEDICAL CHECKUP RESULTS

SECTION 4: HOW DID YOU FIND US?

- WEBSITE (EXHIBITION / SCHOOL ROADSHOW)
- WALK-IN
- FACEBOOK TWITTER GOOGLE+ INSTAGRAM
- AGENT/FRIEND _____
(please specify name)
- OTHERS: _____
(please specify)

SECTION 5: DECLARATION

- I agree to comply with the **YES Academy** Student’s Regulations, policies, rules and those made by the school / departments and authorised officers of the College, if my application is accepted. (A copy of the Regulations can be obtained from the College)
- I declare that the information provided in this application form in true and correct. I accept that the submission of incorrect information or documentary evidence may result the termination of my enrolment as the student of **YES Academy**.
- I acknowledge that the College shall be deemed to have notified me in writing if any correspondence in posted to the most recent mailing address that I have provided. I shall notify the College in writing of any personal information changes.
- I understand that I am liable for payment of all fees related with the course I have applied for. Failure of outstanding payments may lead to termination your studentship with **YES Academy**.
- I authorised the College to release my examination results and reports to my parent(s), guardian and/or sponsor(s). I also authorised the College to obtain my external examination result and allow the College to use the results for marketing purposes.
- I authorised the College to release my personal information for any legal requirement enforced by the Malaysia Government accordingly.
- I understand that I shall fulfil all requirements set by the College including payment terms before registration.

The submission / acceptance of this document does not create any legal relationship between the Applicant and the College.

Signature of Applicant

Date

DECLARATION BY PARENT / GUARDIAN IF APPLICANT IS BELOW 21 YEARS OLD

I, _____ hereby agree to pay all fees due on the dates stipulated by **YES Academy**. The College has the rights to bar my child from attending any classes. I have also read and understood the Terms & Conditions of Enrolment and agree to abide as stated. I hereby apply for his/her admission to YES Academy as a student and I undertake to pay the full cost of this programme .

Signature of Parent / Guardian / Sponsor

Relationship

Date

REFUND POLICY

- Notification of cancellation / withdrawal from unit/s of competency, withdrawal or deferral from a course of study must be made in writing to YES Academy.
- All refunds under this policy will be paid within four (4) weeks after receiving a written claim from the student with complete documentation and payment details.
- Payment of refunds will be made in Ringgit Malaysia (RM).
- Registration fees of RM500 is non-refundable. However, tuition fees may be refunded subject to refund circumstances as shown below:

Refund Circumstances	Refund Amount
If written notice of cancellation of enrolment is received by YES Academy at least 30 days prior to the teaching period commencement date.	Refund equal to 100% of Tuition Fees paid. Registration fee is not refundable.
If it is received prior to, but less than 30 days before the teaching period commencement date.	Refund equal to 50% of fee paid for the semester. Registration fee is not refundable.
If a student cancels enrolment on or after the semester commencements date.	No refund of the Tuition fees and Registration fees.
If a student does not return from Leave of Absence or Deferment, and does not enroll by the due date.	No refund of the Tuition fees, EXCEPT in special circumstances on compassionate grounds.

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Academic Counsellor Signature / Name

Date: _____

Application Approved By:

Head of School / Department / Authorised Designate

Date: _____

I have read the above refund policy and agreed to abide.

Applicant’s Signature

Date: _____