FAIRVIEW
–UNIVERSITY COLLEGE–

A Member of Fairview Group
MY IB World School

POSTGRADUATE APPLICATION FORM & CONTRACT

UNIVERSITY COLLEGE FAIRVIEW
STUDENT APPLICATION FORM AND CONTRACT

KINDLY SUBMIT THE FOLLOWING WITH THE APPLICATION FORM:

1. Two passport-sized photographs of the applicant with blue background ☐
2. Applicant's IC Number or passport details ☐
3. * Applicant's Entry Visa / Malaysian Permit (International Student Only) ☐
4. Application Fee ☐
5. Guardian Authorisation Letter (if applicable) ☐
6. Attestation Form (all African Countries) ☐
7. Applicant's name should be the same as in passport and other relevant document ☐
8. Transcripts of Bachelor's degree and marks legend. (In English) ☐

Passport Size Photo
(2 Copies)

For office use:

Application Date : _____ ***Student ID No:*** _____

Admission Date : _____ ***Programme:*** _____

SELECT PROGRAMME:

Please indicate your choice of programme with a tick (✔)in the boxes provided below:

Intake : Month:_____**Year :** _____ **Mode of Study :** ☐ **Part time** ☐ **Full time**

1. Postgraduate Diploma In Education (IB) (MQA/FA 8510) ☐
2. Master in Education (IB) (MQA/FA8511) ☐
3. Others _____ ☐

SECTION A : *APPLICANT'S PARTICULARS*

Name : _____
(Print as in IC or passport. Please underline your surname)

Date of Birth : ☐☐ / ☐☐ / ☐☐ (*DD MM YY*) Age : ☐☐ Gender : Male ☐ Female ☐
(Please tick the correct box)

Local Address : _____

_____

Telephone : _____ Mobile : _____

Permanent Address : _____

_____

Telephone : _____

Nationality : _____ Religion : _____

Race *(Malaysians Only)* : Malay ☐ Chinese ☐ Indian ☐ Others: _____

IC No *(Malaysians Only)* : _____

SECTION B : EMERGENCY CONTACTS (other than parents & guardian)

Name : _____

(Please underline your surname)

Mobile : _____ Telephone (O) : _____

Email : _____

Relationship to the applicant : _____

SECTION C : *HIGHEST QUALIFICATION*

Please attach original or certified copies (with official signature and stamp) of all transcripts, marks legend and testament provided by institutions you have listed below. Applicants who submit documents in a language other than English must provide an officially certified translation, together with the original document.

Name of course	Name of institution & country	Course length	Major or Discipline	Class of Grade Awarded

English Language Proficiency

All applicants must satisfy English language profiency as required by the programme applied for.

Note: Please provide documentary evidence.

- ☐ Completion of tertiary studies conducted entirely in English involving formal assessment of written work. (A letter or certificate issued by the University Registrar's office will need to be provided as evidence for students whose first language is not in English)
- ☐ Undertaken the American Test of English as a Foreign Language (TOEFL)

  Score obtain: _____ Written component: _____
- ☐ Undertaken the International English Language Testing System (IELTS)

  Score obtain: _____ Written component: _____
- ☐ Others please specify : _____

SECTION D : *EMPLOYMENT HISTORY*

NOTE: Please list down your employment or working experience (list down the most current first followed by your other employment history).

Name of Employer	Position	Period of Employment	Nature of work

SECTION E : *FINANCIAL SUPPORT*

Have you been awarded a scholarship or sponsorship to support your studies? (e.g. government or privately funded scholarships / sponsorships).

☐ Yes ☐ No

If yes, give the name of scholarship / sponsor body? _____

NOTE: Please attatch supporting documentation showing the details of your scholarship or sponsorship.

SECTION F : *INTERNATIONAL APPLICANTS ONLY **

Immigration Pass Information

Are you holding any type of Malaysian Immigration Pass now?

☐ Yes ☐ No

If yes, Type of Pass :

☐ Social visit ☐ Student ☐ Dependent

☐ Diplomatic ☐ Employment

Expiry Date of Immigration Pass : _____ (Day/Month/Year)

Personal Bond

All international students (except P.R china students) have to pay a personal bond, the amount of which is fixed by the Malaysian Immigration Department. The amount is totally refunded upon completion of academic course if the student has not violated the rules and regulations of the Malaysian Immigration authority. Only those holding Diplomatic Passes are exempted from paying this bond.

SECTION G : *APPLICANT'S HEALTH RECORD*

Diet : Vegetarian ☐ Non - Vegetarian ☐

Is the applicant taking any prescribed medication regularly? Yes ☐ No ☐

If yes, please specify medication : _____

Is there any physical or audio / visual impairment Yes ☐ No ☐

If yes, please give details : _____

Do you have any of the following medical conditions? (Please tick (✔) where applicable)

a : Asthma ☐
b : Epilepsy ☐
c : Fits due to high fever ☐
d : Kidney disease ☐
e : Heart problem ☐
f : Diabetes mellitus ☐
g : Blood disorder ☐
h : ADHD ☐
i : Physchological disorder ☐
j : Dyslexia ☐
k : Learning difficulties ☐
l : Others : _____

Please specify if you had the following infections and/or vaccination (Tick (✔) where applicable)

Infectious Disease

a : Measles ☐
b : Chicken pox ☐
c : Mumps ☐
d : Others:_____

Vaccination

a : Tetanus ☐
b : Polio ☐
c : Diphtheria ☐
d : BCG ☐
e : Cholera ☐

Please state any drugs/ food/ drinks allergy, if any : _____

Please state briefly any other useful information that University College Fairview should know about the applicant.

_____

_____

SECTION H : *BILLING INFORMATION*

Bill to : _____ Applicant ☐ Sponsor ☐ Company ☐

PAYMENT DETAILS (to be completed if payment is not made by sponsor or company)

SPONSOR :

Name : _____
(Please underline your surname)

Mobile : _____ Telephone (O) : _____

Email : _____

Address : _____

_____

Relationship to the applicant : _____

COMPANY :

Company's Name : _____
(Please underline your surname)

Telephone : _____ Fax : _____

Email : _____

Address : _____

SECTION I: *RECRUITED BY AGENTS*

If the applicant is being introduced by an approved agent, please complete the following:

Name of agency : _____ Contact name : _____

Telephone : Business _____ Fax : _____ Email : _____

Address : _____

SECTION J : *CONTRACT TERMS AND CONDITIONS OF ENROLMENT*

I hereby declare that all the information given above is true at my best knowledge _____

1.0 Tuition and Other Fees

1.1 All fees must be paid within 10 days of commencement of each semester, without exception;

1.2 A late-payment charge of RM200 per invoice will be imposed if there is a delay in payment of fees after the 10th day of commencement of each semester;

1.3 If there is delay in payment of fees after commencement of each semester, University College Fairview may suspend the student concerned from the 20th day onwards until full payment is made and a penalty charge of RM500 will be imposed on that student;

1.4 If there is delay in the payment of fees, University College Fairview may terminate the enrolment of the student concerned on the 30th day of commencement of each semester if full payment of fees is not received.

1.5 University College Fairview may at its sole discretion issue reminders and warning letters on the non-payment of fees but the requirement to make payment of fees within the time stipulated remains whether or not there is a reminder notice sent by University College Fairview.

1.6 University College Fairview fees paid are neither refundable nor transferable.

2.0 Withdrawal Notice

2.1 Withdrawal Notice must be in writing and must be made by way of personal delivery to the University College Fairview or by AR Registered post, and in both cases, the withdrawal will only take effect on the date that the same is duly acknowledged as received by University College Fairview. Time is of the essence.

3.0. Place in University College Fairview

3.1 Upon an offer of a placement, a place in University College Fairview shall be reserved for the period of one (1) week for the applicant concerned, after which, University College Fairview reserves the right to cancel the offer from University College Fairview and to give the seat concerned to other applicant and any fees paid shall be forfeited.

4.0 General Terms

4.1 University College Fairview reserves the right upon giving notice:

a) To amend the fee structure and any other payments payable by the student;

b) To remove/expel any student from entering University College Fairview premises for any reason at the sole and absolute discretion of University College Fairview including but not limited to the non-payment of fees as described above.

c) To remove/expel/terminate the enrolment of any student that has been found to be suspended/de-registered from other educational institution or to have a criminal record or is involved in immoral or illegal activities whether inside the University College Fairview premises or outside or is otherwise deemed to be unfit at the University College Fairview sole discretion, to remain in the University College Fairview for any reason whatsoever.

d) To suspend and/or terminate the enrolment of any students/s in University College Fairview if University College Fairview in its sole and absolute dicretion determines the said student interferes in or disrupts the smooth running of University College Fairview or its administration or the classes in University College Fairview in anyway whatsoever, including by way of organising pickets, boycotts, petitions or other similar activities, or is involved in making defamatory or disparaging remarks or statements about University College Fairview or its lecturer and staff, or the management of University College Fairview.

e) In the event, University College Fairview refuses admission, remove, expel and/or terminates any students from being a student with University College Fairview, University College Fairview shall not be liable in any way for any losses or difficulties whatsoever suffered by any party as a result of such discontinuance.

4.2 In the event of any medical emergency,

a) University College Fairview is hereby authorized at its sole and absolute discretion, to seek medical attention for the student from the nearest available qualified medical practitioner or hospital and University College Fairview or its staff shall not be held responsible for whatsoever medical treatment administered to the student by such medical practitioner or hospital.

b) And the student concerned shall settle all medical expenses incurred with respect to seeking medical treatment for the student immediately.

4.3 Students must abide by all academic, administrative and examination rules and regulations and policies of University College Fairview.

4.4 University College Fairview reserves the right to use a student's personal information, photos, images, video recordings in any publicity and/ or promotion exercise of University College Fairview. The scope of usage of this information may include the publishing of good examination results, the award of a prize or scholarship, any achievement, academic or otherwise, and the granting of access to his/her information by University College Fairview Alumni.

4.5 Any notice required to be given by University College Fairview herein shall be deemed to have been given on the second (2nd) day after it has been sent by personal service to the applicant or if sent by pre-paid ordinary post to the address of the student contained on the enrolment form or to the last known address as informed to University College Fairview in writing.

4.6 University College Fairview reserves the right to amend, annul, delete or add to the terms and conditions of enrolment from time to time and such amended terms and conditions shall be deemed to be applicable to all students enrolled in University College Fairview, irrespective of when any student enrolled in University College Fairview upon University College Fairview giving notice of such amended terms and conditions on University College Fairview website or by notice in University College Fairview newsletter or other document from University College Fairview.

4.7 The parties intend for this Contract and the terms herein to be legally binding. This Contract will be executed in English. The use of any other language shall be for reference purposes only.

I / we the undersigned confirm that I have read, understood and accepted the above terms and conditions contained herein and agree to be bound by all such terms and conditions.

I confirm that I have taken independent advice on this contract and the terms and conditions of enrolment and that no members of your staff have made any representation or given any promises or made any warranties or promises of any kind to me about the terms and conditions of enrolment in University College Fairview and I confirm that I understand English sufficiently to read and understood the contents of this contract with University College Fairview and/or I have had the contents of this document explained to me by my own representative and am satisfied that I understand its content. I hereby agree and confirm that this is NOT a consumer contract and is not subject to the Consumer Protection Act 1999.

I declare that all information provided in this application for enrolment is correct as at the date of application and I request that be registered for enrolment at University College Fairview . I understand that I will be informed if and when a place becomes available. I will advise University College Fairview of any changes of address and contact details. I agree that if the information supplied by me above is untrue/ inaccurate, my enrolment in University College Fairview be terminated immediately by University College Fairview and all fees paid will be forfeited.

Further, I hereby declare that I have not been suspended or de-registered from other education institution or to have a criminal record.

Applicant	
Signature	
Name	
PP/IC No	
Date	

www.ucf.edu.my