

**APPLICATION CHECKLIST**

- Completed Application Form, Signed and Dated by Applicant and Parent/Guardian/Sponsor
- Signed offer letter by the student
- 4 copies of student's highest academic transcripts
- 4 copies of passport size photographs
- Medical Report
- No Objection Certificate (NOC) - only for African continent citizens
- Vision Accommodation Form
- Registration and relevant fees for first year
- Photocopy of a full set of passport (all pages, including blank pages)

**ADDITIONAL FOR TRANSFERRING STUDENT FROM OTHER MALAYSIAN INSTITUTIONS**

- Release letter from original institution
- Latest certified academic transcripts
- Photocopy of current student visa

\*All documents to be certified true copy by Registrar / Commissioner of Oath.

\*All documentation must be submitted in English.

Please contact College for further admission guideline.

Please make sure that this form is filled in a legible manner with BLACK/BLUE ink. Vision College will process your application according to admission entry criteria. Response time will be 2 weeks upon receiving the completed application form.

**Please indicate your choice of programme :**

- Postgraduate Diploma of Medical Ultrasonography (Asia)
- Diploma in Nursing (DNS)
- Diploma in Health Science (DHS)
- Diploma in Medical Imaging (DMI)
- Diploma in Opticianry (DIO)
- Diploma in Physiotherapy (DIP)
- Diploma in Biomedical Technology (DBT)
- English Language Programme (6 Months)
- Others: \_\_\_\_\_
- Diploma in Business Administration (DBA)
- Diploma in Accounting (DIA)
- Foundation in Science (FIS)
- Foundation in Business (FIB)
- Certificate in English (CIE)
- Certificate in Business (CIB)

**Please tick where required :**

- Vision Accommodation
- Airport Transfer

**Intake:** January / April /  
July / October

*\*Please circle one*



Certificate No: 6642

Photo

**A. PERSONAL PARTICULARS**

Full Name :			
Passport No. :			
Email :			
Phone No. (Home) :		Mobile No. :	
Student Address :			
Date of Birth :		Gender :	
Marital Status:		Age :	
Nationality :			

**B. DETAILS OF PARENT/GUARDIAN/SPONSOR (TO CONTACT IN CASE OF EMERGENCY)**

Full Name :			
Passport No. :			
Relationship :			
Occupation and Company :			
Residential Address:			
Phone No. (Home) :		Mobile No. :	

**C. ACADEMIC RECORDS**

Highest examination passed :

O'Level / Equivalent    
  A'Level / Equivalent    
  Diploma    
  Degree    
  Above

**O'Levels or Equivalent**

 School / Institution : \_\_\_\_\_ Year: \_\_\_\_\_  
 City : \_\_\_\_\_ State: \_\_\_\_\_

**Results (to attach with application form)**
 Actual     Forecast     Others : \_\_\_\_\_ (Please specify)

**A'Levels or Equivalent:**

 School / Institution : \_\_\_\_\_ Year: \_\_\_\_\_  
 City : \_\_\_\_\_ State: \_\_\_\_\_

**Results (to attach with application form)**
 Actual     Forecast     Others : \_\_\_\_\_ (Please specify)

**Tertiary: School / Institution** \_\_\_\_\_ **Year :** \_\_\_\_\_

No.	Diploma / Degree / Postgraduate Studies (to attach with application form)	Grade
1		
2		

**English Test Score :**

 TOEFL:     GCE 1119 :     MUET :     IELTS :     Others : \_\_\_\_\_

Result that are pending MUST be provided as soon as they are released. FORM without the latest two levels of results/transcripts will not be processed.

**D. RELEVANT WORKING EXPERIENCE :**

No.	Organization and Address	Position	From	To
1				
2				

**E. SPECIAL CIRCUMSTANCES :**

- Do you have any disability, impairment or long-term medical condition which may affect your studies ?  Yes     No  
If yes, please ATTACH extra information so that Vision College can assist you during your study.
- Please indicate if you have a (relevant) criminal conviction by ticking in the box.  Yes     No

**F. FINANCIAL AND FEES STATUS :**

All students offered registration will be asked to provide details to ensure that they can complete the course without financial hardship. Please indicate if you have previous/on-going loan with any government/private, please specify if yes:

 No     Yes    Please specify : \_\_\_\_\_

**G. DECLARATION BY APPLICANT AND PARENT/GUARDIAN/SPONSOR:**

**ACKNOWLEDGEMENT AND AGREEMENT**  
I declare that the information provided above is true, complete and accurate. I understand that any inaccuracy of the information can lead to my dismissal from the programme. I have received, read and fully understand the terms and conditions governing enrolment and admission. I hereby expressly confirm my agreement to abide to the terms and conditions.  
I further confirm and consent to the use by Vision College, without charge, my information (photograph, images, recording and academic achievements) in any publicity or promotional exercise without limitation. I hereby authorise Vision College to release such relevant information to the Alumni Association.

**DECLARATION BY PARENT/GUARDIAN/SPONSOR**  
I hereby agree to pay all fees due on the dates stipulated by the Vision College. I also understand and agree that if I default in paying the fees, the Vision College has the right to bar my child/ward from attending classes, including deregistration. I also read and understood condition of enrolment and agree to the term as laid out in Vision College Fees Policies and Regulations. I hereby apply for his/her admission to Vision College as a full-time student and I undertake to pay the full cost of this programme.

<b>Applicant Signature</b> _____	<b>Date</b> _____	<b>Parent/Guardian/Sponsor Signature</b> _____	<b>Date</b> _____
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**FOR OFFICE USE ONLY**

Academic Decision	<input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional : _____
<input type="checkbox"/> Reject	Enrolled by : _____ Date : _____ Authorised by : _____ Date : _____

**FOR APPOINTED REPRESENTATIVE'S USE ONLY**

Appointed Representative's Stamp	<b>Company Name</b> : _____ <b>Authorized Personnel</b> : _____ (Full name as per I/C) <b>Signature</b> : _____ <b>Date</b> : _____
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**VISION COLLEGE FEES POLICIES & REGULATIONS**

- Fees paid to Vision College (the College) are not refundable except for conditions set out below. A request in writing for such refund must be received by the Vision College Admission Office within the stipulated time before the refund can be approved by the College authorities and payment made. Refund of fees or part thereof is subject to the following conditions:
  - Any of the following fees paid are non-refundable under any circumstance – Registration Fee; Extra-curricular Fee, Resource Fee and Seat Confirmation Fee.
  - Subject to sub-paragraph (a) above, if a student is required to leave the programme due to a call for National Service and provided that the student's request for National Services deferment is denied, the student will be eligible for a full refund of all fees paid.
  - Subject to sub-paragraph (a) above, if a student withdraws from the programme before the commencement of the semester/term, an amount not exceeding 50% of the fees paid may be refundable. For avoidance of doubt, all fees including accommodation fee shall not be refundable after the second week of the commencement of the semester/term except as provided in sub-paragraphs (d) and (e) below.
  - Subject to sub-paragraph (a) above, if a student withdraws from the programme within the first two weeks after the commencement of the semester/term, an amount not exceeding 50% may be refundable, provided all fees due have been paid in full, and written request for refund received by the 3rd working day before the second week of the commencement of the semester/term except for sub-paragraphs (a) and (e).
  - Subject to sub-paragraph (a) above, if a student is conditionally accepted into the programme based on forecast results but is required to discontinue the programme due to non-fulfillment of entry requirements upon official announcement of examination results, the student will be eligible for a pro-rated refund of all fees paid. The pro-rated refund will be computed base on the number of weeks elapsing from the date of commencement of the semester/term to the date to official notification to the Head of Programme and proportionate to the total number of weeks of the relevant semester/term.
- Refund, if any, will only be made in the name of the parent/guardian/sponsor as declared in the application form.
- All refunds whether of fees, deposits or any other payments, shall be free of interest and shall be subject to the right of set-off by Vision College against any fees or payments due and owing to the College.
- All fees shall be made payable in advance and must be fully paid before or by the start date of the semester/term. An administrative charge of USD 100 will be imposed commencing from the third week of the semester/term if payment in full is not received by the due date. The College reserves the right to review the status of the student and to take any appropriate action as it deems fit, if payment is not received by the end of the fifth week of the semester/term. Such action may include barring of the student from classes and facilities and suspension or termination of the student. In such circumstance, the College further reserves the right and shall be entitled to withhold all examination results, certificates and records of the student.
- For inter-programme transfer cases (within Vision College), an administrative charge of USD 100 will be imposed, except if the transfer was carried out before the commencement of semester/term for the first registered programme. The exact amount of fees transferable to the new programme is per the following conditions:
  - For transfers carried out within the first month of the commencement of the semester/term, all fees paid are transferable to the new programme. In the event of a surplus, such amount shall not be refundable but may be used to set-off fees for the subsequent term.
  - For transfers carried out after the first month of the commencement of semester/term but before the mid-semester/term, only 50% of tuition fee and other miscellaneous fees will be transferable to the new programme.
  - For further transfers carried out after the mid-semester/term, only 50% of tuition fees and other miscellaneous fees will be transferable to the new programme.
  - If any transfer is carried out after the mid-semester/term, only the Registration Fee and all deposits are transferable to the new programme.
- There shall be no refund of fees paid for the following reasons:-
  - Non-attainment of academic requirement;
  - Expelled/expulsion; and
  - Suspended/suspension or discontinuation from the programme due to misconduct or any other disciplinary matters at the College.
- Student must adhere to all administrative, examination and administrative policies and regulations. The College reserves the rights to amend policies and regulations to take effect as it deems fit, and students are advised to refer to Vision College Student Handbook or Student Notice Board or the Library regularly for such changes.
- All deposit payments made cannot be utilized or be treated under any circumstances as fees or any part thereof to set-off any amount due and payable. All refundable monies shall be given free of interest and must be claimed within one (1) year from the date the student ceases to be a student of the College. All such monies not refunded will be utilized to improve college facilities as it deems fit.
- The Academic Director of Vision College in consultation with the Academics Disciplinary Board at his/her discretion can prohibit a student from attending classes in the events of student having contagious disease, and no claim can be brought against the College (whether a refund of fees or part thereof) arising from such action taken by the Academic Director.
- For progression from completion of tertiary programmes, certificates/pre-university/foundation/diploma programme no student is provided automatic progression by Vision College except by the student's performance and the stipulated university's entry requirements.
- The student is responsible to fulfil the requirements of the immigration or other relevant authorities of the country in which the student decides to study and fulfil the requirements stipulated by the said university or programme.
- All awards of scholarships, bursaries, grants, waivers or financial assistance is subject to the absolute discretion of Vision College.
- For students who withdraw midway from course without any payment made regardless of offer stated in terms and conditions, all charges incurred by College for registration, class attendance and accommodation of student will be applicable pro rata.
- Students who get pregnant during their term of studies will be given leave from their programme and college immediately. They will be able to resume their studies after delivery if desired. This is applicable for married students only. For Diploma in Nursing (DNS), the Nursing Board of Malaysia stipulates that students are not allowed to get pregnant during the 3 years of training. These students would be terminated from class.
- References to "student" or "students" wherever applicable or relevant shall include any parent or legal guardian as set out in the student application form.

**I have read the Vision College Fees Policies and Regulations and agree to abide by it.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_