

OVERALL CHECKLIST (FOR OFFICE USE ONLY)

APPLICATION CHECKLIST

- ☐ Completed Registration Form, Signed and Dated by Applicant and Parent/Guardian/Sponsor
- ☐ *Certified True Copy / Sighted Original of IC
- ☐ *Certified True Copy / Sighted Original of SPM/STPM/Diploma/Degree certificate
- ☐ 5 x Passport size photographs
- ☐ RM2,900 Registration Fee & Tuition Fee Payment (Partial) Proof (Vision Receipt of Cash, Cheque, Bank-in Slip).

LOAN CHECKLIST

- ☐ Does not have on going loan application with PTPTN / gov / private bodies
- ☐ Email Account (Yahoo / Gmail / Hotmail)
- ☐ *Certified True Copy of Applicant IC & Guarantor
- ☐ *Certified True Copy of SPM results
- ☐ *Certified True Copy of other exams (STPM / Diploma / Matriculation)
- ☐ *Certified True Copy of PARENTS / GUARDIAN IC (Both Father & Mother)
- ☐ *Certified True Copy of Applicant Birth Cert
- ☐ *Certified True Copy of PARENTS / GUARDIAN Birth Cert
- ☐ *Certified True Copy of PARENTS / GUARDIAN Salary Slip (latest 3 months) & Guarantor
- ☐ *Certified True Copy of Income tax / Retirement Card / Pension Slip / Income Confirmation Form
- ☐ Bank Islam Saving Account
- ☐ Setem Hasil (RM 10)
- ☐ 2 for PTPTN ☐ 4 for MARA
- ☐ RM 5 BSN PIN Number
- ☐ SSPN Account
- ☐ **CIMB Savings Account

****Only applicable for MARA application.**

***Certified True Copy by Headmaster of School/Government Officer (Grade 41 and above) for all above.**

Please request from Vision College for PTPTN / MARA application procedure for further information and details on Certification of Documents. Contact College for Guideline.

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

Please indicate your choice of programme :

- ☐ Diploma in Biomedical Technology (DBT) ☐ Diploma in Technology Management (DTM-UTM)
- ☐ Diploma in Medical Imaging (DMI) ☐ Diploma in Business Administration (DBA)
- ☐ Diploma in Health Science (DHS) ☐ Diploma in Information Technology (DIT)
- ☐ Diploma in Physiotherapy (DIP) ☐ Diploma in Logistic Management (DLM)
- ☐ Diploma in Opticianry (DIO) ☐ Diploma in Hotel Management (DHM)
- ☐ Diploma in Nursing (DNS) ☐ Diploma in Law Enforcement (DLE)
- ☐ Certificate in Science (CIS) ☐ Diploma in Accounting (DIA)
- ☐ Foundation in Arts (FIA) ☐ Certificate in Business (CIB)
- ☐ Foundation in Science (FIS) ☐ Certificate in English (CIE)

☐ Others: _____

REGISTRATION FORM

127, Jalan SS6/12,
Kelana Jaya,
47301 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

T : (6) 03 - 7803 8300
F : (6) 03 - 7803 8302
E : info@vision.edu.my
W : www.vision.edu.my
Hotline: 1700-81-8030



Certificate No: 6642

Airport Transfer (✓):

- ☐ YES
- ☐ NO

**Sabah & Sarawak only*

Intake: January / April /
July / October

**Please circle one*

Photo

A. PERSONAL PARTICULARS

Full Name :			
NRIC No. :			
Email :			
Permanent Tel. No. :		Mobile No. :	
Student Address :			
Date of Birth :		Gender :	
Marital Status:		Age :	
Nationality :		Race :	

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

Full Name :			
NRIC No. :			
Relationship :			
Occupation and Company :			
Home/Parents'/Guardian's Address:			
Home Tel. No. :		Mobile No. :	

C. ACADEMIC RECORDS

Highest examination passed :				
<input type="checkbox"/> SPM / Equivalent	<input type="checkbox"/> STPM / Equivalent	<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree	<input type="checkbox"/> Above

SPM / O’Levels or Equivalent

School / Institution : _____ Year: _____
City : _____ State: _____

Results (to attach with application form)

☐ Actual ☐ Forecast ☐ Others : _____ (Please specify)

STPM / 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.	SKM3 (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.

E. RELEVANT WORKING EXPERIENCE :

No.	Organization and Address	Position	Date From	Date To
1				
2				

E. SPECIAL CIRCUMSTANCES :

1. 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.
2. Please indicate if you have a (relevant) criminal conviction by ticking in the box. ☐ Yes ☐ No

F. FINANCE AND FEES STATUS :

All students offered registration will be asked to supply details to ensure that they can complete the course without financial hardship. Please indicate if you have a previous/on-going loan with any government/private agencies in the **Others box**.

☐ Self/Parents ☐ Scholarship ☐ PTPTN ☐ MOH ☐ Others: _____

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, of my information (photograph, images, recording and academicachievements) 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 Vision College. I also understand and agree that if I default in paying the fees, the Vision College reserves the right to bar my child/ward from attending classes, including deregistration. I have also read and understood the condition of enrolment and agree to the terms 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.

Applicant Signature _____ Date _____ Parent/Guardian/
Sponsor Signature _____ Date _____

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	
<div>Appointed Representative’s Stamp</div>	<div>Company Name : _____ Authorized Personnel : _____ (Full name as per I/C) Signature : _____ Date : _____</div>

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 **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:
 - The following fees paid are non-refundable under any circumstance – **Registration Fee, Commencement Fee, Student Services Fee, Resource Fee, Library Fee, Tuition Fee Payment (Partial) 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 refund of fees paid on a pro-rated basis.
 - 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 refund will be process within 4 months.
- 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 RM200.00 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 **RM200** 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, student handbook, academic rules and other 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 the 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.
- 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 college / university or programme.
- All awards of scholarships, bursaries, grants, waivers or financial assistance is subject to the absolute discretion of **Vision College**. Scholarship awardees need to pay back the Scholarship Award/Bursary amount consumed up to date in case of withdrawal.
- For students who withdraw midway from the programme without any payment made regardless of offer stated in terms and conditions, all charges incurred by the College for registration, class attendance and accommodation of the student will be applicable pro rata. The Recipient shall repay the Scholarship and/or Bursary amount consumed up-to-date in the event of non-completion of the programme.
- Students who get pregnant during their term of studies will be given leave from their programme and the College immediately. They will be able to resume their studies after delivery if desired. This is applicable for married students only.
- 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: _____