

Ref. No:

Student ID No.
 (Official use only):

Application Form

Please complete the form in **BLOCK LETTERS** (* indicates compulsory fields).

1. PROGRAMMES: *(Please select the course for which you are applying)*

- | | | | |
|-----------------------------------|--------------------------|---|--------------------------|
| BA (Hons) Business Studies | <input type="checkbox"/> | Doctor of Business Administration (Part-Time) | <input type="checkbox"/> |
| Master of Business Administration | <input type="checkbox"/> | Degree Foundation | <input type="checkbox"/> |
| MBA (Part-Time) | <input type="checkbox"/> | Other (please specify): _____ | |

2. PERSONAL DETAILS: *(As per passport)*

Surname: * _____

First Names(s): * _____

Gender: * Male Female

Place of Birth: * _____ Country of Birth: * _____

Nationality: * _____ Date of Birth: * _____

3. PERMANENT ADDRESS:

Permanent Home Address: *

Correspondence Address (if different): *

City: * _____

City: * _____

County / State: * _____

County / State: * _____

Postcode / Pincode: * _____

Postcode / Pincode: * _____

Country: * _____

Country: * _____

Email: * _____

Email: * _____

Student's Tel: * _____

Tel: * _____

Country Code City Code Phone No.

Country Code City Code Phone No.

Parents's Tel: * _____

Alternate Tel: * _____

Country Code City Code Phone No.

Country Code City Code Phone No.

4. Have you previously applied to WIC or any of its affiliated colleges? Yes No

If yes, please state when: _____

5. Do you have any friends or relatives currently studying at WIC or any of its affiliated colleges? Yes No

If yes, please give details: _____

6. How did you hear about the college? Friend Media (adverts, exhibitions etc.) Website Representative

Please give brief details (e.g. name of friend, representative, website etc.) of the above source:

7. EDUCATION:

Please list all the relevant qualifications you have obtained since the age of 16 for which the results are known. Please attach the relevant attested photocopies of your educational qualifications. Please provide official English language translations of these documents where appropriate.

Name of School / College / University Awarding Body / Country	Course Completed	Grades / Overall Percentage	Dates of Study	
			From (mm/yyyy)	To (mm/yyyy)

8. PENDING RESULTS:

Please list any examinations you have taken for which the results are still pending. Please also list any examinations you will be

Name of School / College / University Awarding Body	Course / Title of Exam	Dates of Study	
		Date of Exam (mm/yyyy)	Expected Results Date (mm/yyyy)

9. REFERENCES:

All applicants must provide at least one academic referee. The referee should not be a friend or family member.

Referee 1 (Academic Referee):

Name: * _____

Position / Designation: * _____

Address: * _____

Tel (including Country and Area Code if overseas): * _____

Country Code Area Code Phone No.

Email: _____

Referee 2 (Other Referee):

Name: * _____

Position / Designation: * _____

Address: * _____

Tel (including Country and Area Code if overseas): * _____

Country Code Area Code Phone No.

Email: _____

10. EMPLOYMENT AND / OR TRAINING DETAILS:

Please enclose detailed job description on a separate sheet of paper for each of the positions you have worked for more than six months

Sr. No.	Name and Address of the Employer	Your Position and Brief Job Description	Dates	
			From (mm/yyyy)	To (mm/yyyy)

11. PERSONAL STATEMENT:

Please indicate the reasons as to why you have chosen to study this course at WIC. You should also indicate as to how you would benefit from this course.

(Please complete this section in not less than 200 words)

12. WHO WILL PAY YOUR TUTION FEES

Please select the appropriate box:

Yourself Family Member / Parents Sponsor / Employer Bank Loan Scholarship

13. STUDENT QUESTIONNAIRE: To be completed by the student.

Full Name: _____

Course Applied For: _____

1. What made you choose Westminster International College as your higher education institution?

2. What is your career objective on completion of the course?

3. Were you fully informed by your counsellor / representative about WIC and the programmes offered? Yes No

4. Are you aware that WIC will not find you part time work or offer placement services during your course of study?
Yes No

5. Are you aware of your fee structure and instalment plan? Yes No

6. Are you aware that the fee paid will only be refunded in the case of your visa being refused? Yes No

7. Are you aware that attendance is compulsory and that failure to achieve this can lead to your enrolment on the course being terminated? Yes No

8. Are you aware that you cannot change or defer the course without prior written permission from the school? Yes No

9. Are you aware that the tuition fee mentioned refers only to the academic fee and that it does not cover any living expenses incurred as a student? Yes No

10. Are you also aware that you should have sufficient funds available to cover your living expenses for the entire duration of your study period? Yes No

11. Are you aware that there is a resit fee for students who are not successful in examinations at the first attempt? Yes No

12. Are you aware that you are required to purchase necessary core textbooks and a laptop / personal computer for study purposes? Yes No

13. Were you a previous student at WIC or any of its affiliated colleges? Yes No If yes, please give details:

14. Have you ever been refused a visa to any country (including Malaysia)? Yes No
If yes, please briefly indicate the reasons for the refusal:

15. Are you aware that WIC will inform the Immigration Department of the Ministry of Home Affairs of your registration, attendance and progression details? Yes No

14. ONLY TO BE FILLED BY INTERNATIONAL STUDENTS, CURRENTLY IN MALAYSIA

When did you first arrive into Malaysia? _____ Current Malaysia Visa Number _____

Visa issue date _____ Visa expiry date _____ Visa extensions _____

Academic Courses Attended in the Last 12 Months

Institution attended	Course Attended	Results	From	To	Attendance Rate

15. MARKETEEER'S / STUDENT COUNSELLOR'S REPORT: For Official Use Only.

The below report should only be completed by Marketing Officers directly related to the school and not by any sub-agents or representatives.

Marketeer's / Student Counsellor's name: _____

1. Please give details of why you think the student is suitable for the course they have applied for:

2. Comment on the relevance/appropriateness of the student's qualifications for the course and their financial capability to pursue the course without undertaking any part-time work.

3. Please confirm that you have checked the student's original certificates are attested (signed and dated) and verified? Yes No

4. Is the student seriously committed to complying with the School's regulations and completing the programme of study by the expected date? Please comment:

5. Has the student been informed of the fee structure and instalment pattern (specified dates)? Yes No

6. Has the student been informed that the fee paid will only be refunded in the case of a visa refusal and not for any other reason? Yes No

7. Has the student been informed that attendance is compulsory and that failure to meet schools requirements can lead to _____ termination from the course? Yes No

Please comment on the reaction of the student:

8. Has the student been informed that they cannot change or defer the course without prior written permission from the school and that the course offered in the offer letter is final? Yes No

9. Has the student been informed that they should have sufficient funds to cover their living expenses and that they should not rely on any part-time jobs during the course of study? Yes No Please comment:

10. Has the student been informed that they are required to buy their necessary core text books and a laptop or personal computer? Yes No Please comment on the reaction of the student:

11. Please confirm that the student's English language ability is suitable for the course? Yes No

12. Has the student submitted a suitable statement of purpose (not less than 200 words) and has also submitted academic references? Yes No

Signature: _____ Date : _____

16. TERMS AND CONDITIONS FOR STUDENTS OF W.I.C

1. The student agrees to attend all lectures and maintain a high level of attendance throughout the course, and that failure to do so could lead to disciplinary action including termination of his/her studies and exclusion from the programme of study. The student understands that any leave or absence from study must be approved, in writing, by WIC prior to the leave.
2. I understand that programmes and modules could be subject to change and could vary from time to time and that the School reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution/university if required.
3. I understand that the School has the right to offer online delivery of a programme, should the need arise, in the event of exceptional mitigating circumstances.
4. Disciplinary action will be taken against students for any inappropriate form of behaviour or code of conduct which can lead to exclusion/termination from the course.
5. During the term time, students will not be given leave of absence for overseas national holidays or attendance of family functions etc.
6. The student is fully aware of the subjects that are offered on his/her course and is fully aware of the facilities and services offered by WIC.
7. The student agrees that he/she cannot change, defer or withdraw from the course offered, without prior written permission from WIC.
8. The student agrees to pay any balance fees outstanding on the Installment plan specified in the offer letter. WIC's fee refund policy is set out below:
9. Fees will be refunded in full, if the student's application is declined by WIC.
 - In the case of a full fee refund, because of a visa refusal, there will be an administration charge of £250, deducted when the fee refund is paid.
 - If a request of refund of fees is made 3 months prior to the course commencement date, up to 90% of the fee paid will be refunded.
 - If a request of refund of fees is made 2 months prior to the course commencement date, up to 50% of the fee paid will be refunded.
 - If a request of refund of fees is made under 2 of the course commencement date or after the course has commenced, there will normally be no refund of fees, any fees refunded in such a situation is at the sole discretion of WIC, and its decision will be final.
10. The student agrees not to defer his/her semester or change his/her course without the prior written authorisation of WIC.
11. All courses and modules are subject to changes and can vary from time to time. WIC/University reserves the right to change the contents of the course without any prior notice to the student. In the event of the selected course/options or certificate/diploma/degree programmes being terminated or not conducted, a suitable alternative will be provided for the student with an alternative institution/university if required.
12. The student agrees to buy the recommended textbooks for all study modules prior to the commencement of the course.
13. The student agrees to buy his/her personal computer or laptop prior to the commencement of the course.
14. The student agrees to register for the course on the date mentioned in his/her offer letter. If there is any delay in his/her arrival into Malaysia due to valid reasons (subject to prior approval of WIC), the student may be asked to start the course in the next available date/term. The student will not be registered under any circumstances (personal problems, home sickness, accommodation problem etc.).
15. The student will be permitted to a maximum of two resits per module. The total number of module subject failures across the entire course should not exceed four. Any variation to the above is at the sole discretion of the academic board and will be assessed on a case by case basis.
16. The student agrees for WIC to disclose his/her details to the relevant Immigration Department of the Ministry of Home Affairs of his/her registration, attendance and progression details.
17. Signing this application indicates acceptance of the terms and conditions of the Westminster International College (Division of London School of Commerce) by the student.
18. In the event of a student being terminated for lack of attendance or progression, the student will be liable for the entire course fee and there will be no refund of fees.
19. I understand that in the event of any dispute between me the applicant and the School, the liability of the School will be restricted to the value of the course fee paid by me the applicant.
20. The School cannot be held liable for any delays in exam boards and results.
21. I understand and agree that if in the opinion of the School I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress the School has the absolute right to terminate my registration at any time and require me to withdraw from the programme and the School premises.
22. I understand that formal disciplinary action may be taken against students for any inappropriate form of behavior or conduct which could lead to exclusion/termination from the course
23. I understand that I and all students are expected to conduct themselves with integrity in their academic and public activities at all times and must behave in a respectful manner and that any student who contravenes this could have their registration terminated.
24. **I confirm that to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions.**

Applicant's signature as per passport: _____ Date: _____

Kindly return the completed application to:

Westminster International College, (Division of London School of Commerce Group of Colleges)
10th & 15th Floor, Southern Tower, First Subang, Jalan SS15/4G, 47500 Subang Jaya, Selangor D.E, Malaysia
Tel : +603 5635 1558 Fax : + 603 5635 1557
E Mail: enquiry@westminster.edu.my

Note: In view of postal delays overseas students are advised to
FAX (+ 603 5635 1557) or courier the application as soon as possible