

Please send your application to:

Admissions Office

Life College

Level 1, Block D'Aman Ria, No. 3, Jalan PJU 1A/41,

Ara Jaya, 47301, Petaling Jaya, Selangor, MALAYSIA

T: +603 7880 5850

F: +603 7880 4336

E: ask@life.edu.my

W: life.edu.my

STUDENT NUMBER:

For office use only

Photograph

Instructions:

1. Please complete ALL sections in this form clearly in pen with **BLOCK LETTERS**.
2. Enclose this application with certified true copy of all documents required as listed in the **APPLICATION CHECKLIST** and sign the application form.
3. Incomplete information in the form and lack of any documentation as required may delay the processing of this application.
4. This application is the property of Life College and any submitted document **WILL NOT** be returned.
5. It is your responsibility to advise Life College on any changes of your address and contact details from time to time.

SECTION 1: ENROLMENT INFORMATION

Programme		Intake <i>Month/ Year</i>	
Sibling(s) currently enrolled in Life College (if applicable) <i>Name/ Student Number</i>			

SECTION 2: STUDENT'S PERSONAL DETAILS

Full Name <i>(as per MyKad/ Passport)</i>			
Surname/ Family Name			
MyKad/ Passport Number		Passport Expiry Date <i>(Date/Month/Year)</i>	
Nationality		Place of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth <i>(Date/Month/Year)</i>	
Ethic Origin <i>(for Malaysian)</i>	<input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Pribumi <input type="checkbox"/> Others _____	Religion	<input type="checkbox"/> Islam <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Christian <input type="checkbox"/> Others _____
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____	Email	

Permanent Address & Contact Details		Correspondence Address & Contact Details	
City	Postcode	City	Postcode
State	Country	State	Country
Telephone Number	Mobile Number	Telephone Number	Mobile Number

THIS PART FOR INTERNATIONAL STUDENT ONLY

Are you currently holding any type of Malaysian Immigration Pass?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, specify type of pass/ visa	<input type="checkbox"/> Social Pass <input type="checkbox"/> Student Pass <input type="checkbox"/> Dependant <input type="checkbox"/> Diplomatic <input type="checkbox"/> MM2H <input type="checkbox"/> Employment <input type="checkbox"/> Others _____	Immigration Pass Expiry Date	
	If you are student/ former student from other institution in Malaysia. Institution Name _____ Course _____ Year/ Duration _____		

SECTION 3: EMERGENCY CONTACT (PARENT/ GUARDIAN)

Contact Person			
Relationship		Address	
Email			
Mobile Number			
Telephone Number		City	Postcode
Fax Number		State	Country

SECTION 4: EDUCATION BACKGROUND**SECONDARY/ HIGH SCHOOL STUDIES**

Name of Institution/ School	City:	State/ Province/Country	
Name of Qualification	Results: <input type="checkbox"/> Actual <input type="checkbox"/> Forecast	Year: _____	Grade: _____
		Status: <input type="checkbox"/> Completed <input type="checkbox"/> Still Study	

TERTIARY/ POST-SECONDARY STUDIES (eg. Pre-University, Foundation, Matriculation, if any)

Name of Institution/ School	City:	State/ Province/Country	
Name of Qualification	Results: <input type="checkbox"/> Actual <input type="checkbox"/> Forecast	Year: _____	Grade: _____
		Status: <input type="checkbox"/> Completed <input type="checkbox"/> Still Study	

CURRENT STUDIES (eg. Diploma, Bachelors, if applicable)

Name of Institution/ School	City:	State/ Province/Country	
Name of Qualification	Results: <input type="checkbox"/> Actual <input type="checkbox"/> Forecast	Year: _____	Grade: _____
		Status: <input type="checkbox"/> Completed <input type="checkbox"/> Still Study	

SECTION 5: ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

All programmes have English Language proficiency requirements. Please provide proof of your English Language proficiency (if any)

Exam/ Test Taken:	Grade/ Band:
<input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> TOIEC	
<input type="checkbox"/> MUET <input type="checkbox"/> 1119 <input type="checkbox"/> SPM English	Year of Exam/Test:
<input type="checkbox"/> 'O' Level English <input type="checkbox"/> Others _____	

If you do not have proof of any English Language proficiency, you may be required to sit for the English Placement Test (EPT) upon your arrival at Life College. In the event, if your EPT's grade does not meet the minimum proficiency requirement of the College's English Language, you may be required to take up some English Enhancement courses

SECTION 6: SPECIAL CIRCUMSTANCES

Do you have any disability, impairment or long-term medical condition which may affect your studies?

- No
- Yes. Please provide us with more details/ any medical document in order for us to assist you during your study at Life College

SECTION 7: ACCOMMODATION REQUEST

- Not Required
- Required*

* If required, please complete the Accommodation Application Form with the required booking fee

SECTION 8: APPLICATION CHECKLIST

(NOTE: Authenticated originals or certified true copies of academic qualifications are required. If the original documents are issued in a language other than English (for International Student), a certified English translation must also be submitted)

MALYSIAN STUDENT

- (ONE) 1 copy fully-completed & signed Application Form
- (THREE) 3 copies of Academic Qualifications (Actual & Certified)
- (ONE) 1 copy of photocopied MyKad
- (THREE) 3 copies of passport-size photographs (name & MyKad number written at the back)
- (ONE) 1 copy of certified Medical Statement (if applicable to Section 6)
- (ONE) 1 copy of completed Accommodation Application Form (with non-refundable booking fee, if required)
- (ONE) 1 copy of application fee payment receipt/ proof (name & MyKad number written at the back)

INTERNATIONAL STUDENT

- (ONE) 1 copy fully-completed & signed Application Form
- (THREE) 3 copies of Academic Qualifications (Actual & Certified)
- (ONE) 1 set of photocopied passport (All pages; A4 size paper; minimum 16 months validity)
- (THREE) 3 copies of passport personal information page (including special pass, and/or exit stamp, where applicable)
- (SIX) 6 copies of passport-size photographs (colour with BLUE background; wide 3.5 cm x high 5 cm; name & passport number written at the back)
- (ONE) 1 copy of completed Health Examination Report (validity within 3 months before registration; attached with all the original laboratory results)
- Non-Objection Certification (NOC) (Applicable for Sub-Sahara Countries)
- (ONE) 1 copy of completed Accommodation Application Form (with non-refundable booking fee, if required)
- (ONE) 1 copy of programme and visa application fee payment receipt/ proof (name & passport number written at the back)

FOR TRANSFER CASES FROM OTHER INSTITUTIONS

Please ensure ALL documents are certified

- (ONE) 1 set of Course Syllabus - course content, credits hours, assessment scheme (if seeking for subject exemptions)
- (ONE) 1 copy of Academic Results/ Transcripts and/or qualification/ certification from previous institution
- (ONE) 1 copy of Attendance Report from previous institution (for International Student only)
- (ONE) 1 copy of original Release Letter from previous institution (for International Student only)
- (ONE) 1 copy of Visa Cancellation Page (for International Student only)

BANK DETAIL

- Beneficiary : KOLEJ LIFE
- Beneficiary's Address : Level 1, Block D'Aman Ria, No 3, Jalan PUJ 1A/41, Ara Jaya, 47301, Petaling Jaya, Selangor, Malaysia
- Beneficiary Bank Account No. : 2124-39-6000-3452
- Swift Code : RHBAMYKL
- Beneficiary's Bank : RHB ISLAMIC BANK
- Banker's Address : A-G-03, Jalan SS6/5A, Dataran Glomac, Pusat Bandar Kelana Jaya, 47301, Petaling Jaya, Selangor, Malaysia

TERMS AND CONDITIONS OF APPLICATION AND ADMISSION

Student and Parent/ Guardian are advised to read the following terms and conditions of application and admission into Life College.

1. Admission of the student into Life College will be subject to the student fulfilling the entry requirements (all students), clearing his/ her health examination (for international students) and visa approval by the authorities (for international students).
2. Life College shall have absolute right as it deems fit to defer, close or not to commence any module or programme; and to review, change, and update module curriculum in any programme. In such circumstances, due notice (relevant details) will be given to the student.
3. A student is considered fully enrolled upon registration and payment of fees and deposit as set out in the Fee Schedule. The payable fees for the academic year as set out in the Fee Schedule are subject to annual revision. (PLEASE NOTE the fees indicated on the current fee schedule may not be the fee applicable for subsequent semesters. For the avoidance of doubt, Life College reserves the right to revise the fee payable for any given year.)
4. All fees are payable in advance. Full settlement of the first semester fees is required upon registration or by the start date of the semester. For subsequent semesters, full settlement of fees must be made by the start date of respective semesters.
5. All payment of fees are to be made in the forms of crossed cheque, telegraphic transfer or bank draft to relevant Payee Name and bank account of Life College as listed in this form.
6. All semester fees must be fully settled before or by the start date of the semester. From Week 3 of the semester, Life College shall be entitled, but not bound to, take any necessary actions against students with outstanding fees such as barring from classes, examinations and/or use of facilities as Life College deems fit. Life College further reserves the right to withhold the release of all examination results, certificates and records of the student until the full settlement of fees is made. A late payment penalty of RM100 per week will be imposed on any outstanding fees incurred commencing from Week 3. Student who still has outstanding fees on the first day of Week 5 shall be terminated from the programme at Life College without further notice.
7. Fees paid are not refundable except in the circumstances set out in sub-paragraphs (b), (c), (d) and (e) below and PROVIDED that a request in writing for such refund is received by Life College. Any refund of fees or part thereof is subject to the following:
 - a) The application fee, registration fee, student administration fee, visa application and renewal fee are neither refundable nor transferable to other student / applicant under any circumstances.
 - b) Subject to sub-paragraph (a) above, if a student withdraws from the programme before the start date of the semester, all tuition fees paid may be refundable.
 - c) Subject to sub-paragraph (a) above, if a student withdraws from the programme within the first two (2) weeks of the semester, an amount not exceeding 70% of all tuition fees paid may be refundable. For avoidance of doubt, no fees shall be refundable from Week 3 of the semester onwards except as provided in sub-paragraphs (d) and (e) below.
 - d) Subject to sub-paragraph (a) above, if a Malaysian student withdraws from the programme due to unsuccessful request for deferment from the National Service, the student is eligible for a full refund of all tuition fees paid for that particular semester.
 - e) Subject to sub-paragraph (a) above, if a Malaysian student is conditionally offered and accepted into the programme based on forecast results but elects to/ is required to withdraw/ discontinue the programme due to non-fulfilment of entry requirements upon official announcement of examination results, the student is eligible for a pro-rated refund of all tuition fees paid. The pro-rated refund is calculated based on the number of weeks elapsing from semester start date to the official notification date and proportionate to the total number of weeks of the relevant semester.
- f) Subject to sub-paragraph (a) above, if an International student was refused a visa by the Malaysian authorities, the student is eligible for a refund of all tuition fees paid for the purpose of undertaking the programme if evidence is provided by the student that the student was refused an appropriate visa and that refusal caused the student to fail to commence the programme on the start date of the programme.
8. In the event that a student is expelled, suspended or terminated from Life College due to any sort of non-attainment of academic requirements and/or disciplinary misconduct, there shall be no refund of fees paid, except refundable deposits.
9. Any applicable refunds will be made under the name of the parent/guardian and any notifications will be delivered to the permanent address as provided in the application form, unless otherwise advised by the student. It is the responsibility of the student to update Life College of any changes to his or her personal details from time to time.
10. All refunds of fees, deposits and/or any applicable payments shall be free of interest and Life College reserves the right to offset the refundable amount against any outstanding fees and/or whatsoever payments due and owing to Life College.
11. All deposits paid shall be treated as payment of fees or any part thereof or any other payments required to be paid and may not be used to offset any amount due and payable to Life College. All claims for refund of any monies (and/or any other payments) under the conditions hereof must be claimed within twelve (12) months from the date the student ceases to be a student of Life College, failing which the amount thereof shall accrue in favour of Life College and henceforth the right to claim shall automatically cease. Life College shall be entitled to transfer the said monies into a separate account/ fund and apply the same for any development and improvement of College's facilities as Life College deems fit.
12. Any inter-programme transfer cases within Life College must be made in writing and an administration charge of RM100.00 will be imposed. This administration charge will be waived for the first time inter-programme transfer by the new students only. The amount of fees transferable to the new programme is subject to the following:
 - a) If inter-programme transfer is carried out before the start date of the semester, all fees paid are transferable to the new programme. In the event of any surplus, such surplus amount shall not be refundable but may be used to offset fees for the subsequent semester.
 - b) If inter-programme transfer is carried out after the start date of the semester but before the mid-semester, only the registration fee, student administration fee and 50% of the tuition fee due and paid will be transferable to the new programme.
 - c) If inter-programme transfer is carried out after the mid-semester, only the registration fee is transferable to the new programme.
13. Students must abide and be bound by ALL applicable laws of Malaysia, all policies, procedures, rules and regulations of Life College (both existing and those coming into force in future); terms as set out in the Student Handbook. On admission as a student of Life College, the student agrees to be bound by such rules and regulations regardless whether the student has acquainted themselves of such rules and regulations. Life College reserves the right at any time to implement new rules and regulations, to amend existing rules and regulations, which shall take effect retrospectively, and students are further advised to refer to the Student Notice Board regularly for such amendments.
14. All references to "student" or "students", wherever relevant or applicable, shall include any Parent/ Guardian of the student in the case the student has not attained the age of majority at the time of admission.

SECTION 9: DECLARATION AND ACKNOWLEDGEMENT

Student and Parent/ Guardian acknowledge that prior to signing this form, Student and Parent/ Guardian have obtained independent legal advice and satisfied themselves that they understand the nature and extent of the rights and obligations under this Terms And Conditions of Application and Admission including the refund policies and consequences if Student and Parent/ Guardian do not comply with the terms and conditions of this Contract.

ACKNOWLEDGEMENT AND DECLARATION BY STUDENT

- I have read and I fully understand the policies, terms and conditions of application and admission, refund of fees and the nature and effects thereof listed in this form. I hereby expressly confirm my agreement thereto.
- I further undertake to perform all such obligations and/or comply with all terms and conditions set out in this form on my part to be performed or complied with, particularly but not limited to payment of all monies payable.
- I agree to abide by all academic, administrative and examination rules and regulations of the programme and to uphold the integrity and good name of Life College at all times.
- I agree that any offer of placement is conditional on the accuracy of the information provided by me and upon my meeting the minimum pre-requisite results to enter such programme.
- I consent to the processing by Life College of personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) about me for the proper purposes of Life College in support of this application on the understanding that it may be used for all purposes but not limited to those as listed in the Student handbook and the policies and procedures within Life College.
- I further confirm and consent to the use by Life College, without charge, my personal information in any publicity and / or promotional exercise, including without limitation photographs/ images or recordings, the publishing of examination results, the award of a prize or scholarship, any achievement(s), academic or otherwise. I hereby authorise Life College to release such relevant information for the use of Life College and any external bodies as required.
- I declare that all information provided in this application form including those information given in all other documents submitted with this form in support of my application are correct and complete. I acknowledge and accept that the provision of incorrect information or the withholding of relevant information relating to my application, including but not limited to academic transcript(s), might invalidate my application and that Life College reserves the right to vary or reserve any decision regarding my application and admission in consequence.
- I consent to Life College informing my Parent/Guardian, as and when deemed necessary, about my academic progress, or lack of it, including attendances of classes, performance in examinations, social conduct within the campus, and any other matter that Life College deems my Parent/ Guardian should be informed.

Signature of Student	Name of Student <i>(as per MyKad/ Passport)</i>	MyKad/ Passport Number	Date <i>(Date/Month/Year)</i>
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ACKNOWLEDGEMENT AND DECLARATION BY PARENT/ GUARDIAN

I hereby agree to pay all fees due on the dates stipulated by Life College. I also understand and agree that if I default in paying the fees, Life College has the right to bar my child/ward from attending classes, examination, and/ or use of any facilities, including deregistration. I have also read and understood the Terms and Conditions of Application and Admission and agree to the terms as laid out. I further consent to the use by Life College, without charge, my child/ward(s) personal information (including photographs, images, or recordings of the student) in any publicity and / or promotional exercise within Life College. I hereby apply for his / her admission to Life College as a full-time student and I undertake to pay the full cost of this programme until completion.

Signature of Parent/ Guardian	Name of Parent/ Guardian <i>(as per MyKad/ Passport)</i>	MyKad/ Passport Number	Date <i>(Date/Month/Year)</i>
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FOR OFFICE USE ONLY

Application Status

<input type="checkbox"/> Full Offer	Conditional Offer: <input type="checkbox"/> Forecast Result <input type="checkbox"/> Incomplete Applications <input type="checkbox"/> Others	Remarks & Recommendations:
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Entry Level: <input type="checkbox"/> Direct Entry into _____ <input type="checkbox"/> Entry with Exemptions into _____	English Requirement: <input type="checkbox"/> Exempted <input type="checkbox"/> Required English Placement Test <input type="checkbox"/> Required Basic English course
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Payment Status

Type of Fees Payable: <input type="checkbox"/> Application Fee <input type="checkbox"/> Tuition Fee <input type="checkbox"/> Programme & Visa Application Fee <i>(for International Student)</i> <input type="checkbox"/> Deposit <input type="checkbox"/> Others: _____	Amount: <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>	Payment Methods: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Draft <input type="checkbox"/> Bank Transfer/ Telegraphic Transfer <input type="checkbox"/> Credit Card <input type="checkbox"/> Others Receipt Number: _____ Cheque Number: _____ Detail: _____
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Enrolled By: <i>(Name)</i>	Date Received Application: <i>(Date/Month/Year)</i>
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FOR APPOINTED AGENT'S USE ONLY

Company Name:	Signature:	For Appointed Agent's Stamp:
Authorised Personnel: <i>(Full Name as per MyKad/ Passport)</i>		
Date: <i>(Date/Month/Year)</i>		