

**APPLICATION FORM**

Please use **BLOCK LETTERS** to complete this form.

Please affix a recent (passport-sized) photograph here

PART 1 ENROLMENT INFORMATION

Level of Study Professional Courses Certificate Diploma Bachelors

Programme Name _____

Intake _____ Mode of Study Full Time Part Time ODL Weekend

PART 2 PERSONAL PARTICULARS

Family Name _____ Gender Male Female Others

Full Name _____

NRIC/Passport _____ Nationality _____

Correspondence Address _____

City _____ Postcode _____

State _____ Country _____

Permanent Address _____

City _____ Postcode _____

State _____ Country _____

Contact No _____ Residence _____ Mobile Phone _____

Email _____

Date of Birth _____ Age _____

Marital Status Single Married Others _____

For International Students Only

Are you currently a permanent resident of Malaysia? Yes No

If Yes, PR IC NO _____

Are you currently holding any Malaysian Immigration Pass/Visa? Yes No

If Yes, then Type _____ Expiry Date _____

PART 3 PARENTS / GUARDIANS CONTACTS

Name (Guardian) _____

NRIC/Passport _____ Nationality _____

Correspondence Address _____

City _____ Postcode _____

State _____ Country _____

Contact No _____ Residence _____ Mobile Phone _____

Email _____ Occupation _____

PART 4 EDUCATION BACKGROUND

Highest Qualifications _____ Year of Completion _____

SPM/O-level _____ Year of Completion _____

Name of Institution _____

PART 5 ACCOMMODATION Yes No Room Type _____

PART 6 PAYMENT METHOD

CAMPUS	PAYMENT WITHIN / OUTSIDE MALAYSIA	
LSBF College Level 1-3, No 49 Jalan Hang Lekiu 50100 Kuala Lumpur Malaysia	Account Name : South East Asia Academy Sdn.Bhd Account Number : 8000468522 Bank Name : CIMB Bank Bank Address : Menara UAB – CIMB 6, Jalan Tun Perak City Centre, 50050 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur Swift Code : CIBBMYKL	

All fee payments are to be made to South East Asia Academy Sdn. Bhd. (168352-H) (Wholly owned by LSBF College), payable via Cash/Visa/MasterCard/AMEX/Debit Card or Telegraphic Transfer.

1. Admission to the program is contingent upon meeting the entry requirements set forth by the Ministry of Higher Education (MOHE) and the relevant professional bodies. Compliance with these requirements must be demonstrated through the submission of:

- Certified true copies of relevant certificates and/or transcripts
- A certified true copy of your Malaysian National Registration Identity Card (NRIC) / Passport
- Two (2) passport-sized photographs

2. **Fees Payment**

- Original bank documents must be provided to LSBF as proof of payment.
- The information in the Fee Schedule is accurate at the time of printing; however, LSBF reserves the right to make necessary changes without prior notice.
- All fees must be paid before the commencement of the semester (for Malaysian students) or the academic year (for international students) in accordance with the approved payment structure. Failure to comply may result in termination of enrolment by LSBF.
- International students are required to pay the first year's fees upfront.
- Late payment charges of RM50 per week will be imposed on students who do not settle their tuition fees by the stipulated deadline set by LSBF.
- If a student withdraws from their course within the semester/year, the student remains liable for the full semester/year fees.
- Students are responsible for regularly checking their outstanding fee status at the Finance Department and ensuring timely payment.
- PTPTN loan amounts may fluctuate and are subject to PTPTN approval.
- Students are required to consult the Student Handbook for additional terms and conditions and must comply with these terms.

3. **Refund Policy**

- There are no refunds or transfers of registration, processing, and accommodation fees under any circumstances.
- Tuition fee refunds for other programs may be granted if students withdraw before the commencement of the program.
- International students must submit their student pass for cancellation before any refund can be processed, applicable in cases of both withdrawal and completion of studies.
- LSBF reserves the right to offset any excess amounts against outstanding fees deemed appropriate.
- Students must refer to the Student Handbook for additional terms and conditions regarding the refund policy and must adhere to these terms.

Your adherence to these terms and conditions is mandatory for successful enrollment and continuation in the program.

PART 8 DECLARATION BY APPLICANT

I hereby understand and agree that it is my responsibility to know and comply with all relevant and applicable rules and regulations of LSBF. I declare that all information provided herein is complete, accurate, and true to the best of my knowledge. I also agree that LSBF reserves the right to verify the provided information and to vary or reverse any decision regarding my registration if the information is found to be untrue, incorrect, or incomplete. Furthermore, I acknowledge that if LSBF forfeits the said fees, I will not have any claim whatsoever against LSBF. I also accept that LSBF reserves the right to alter, amend, change, or modify the currently published fees, and that all fees payable will be those published at the time of payment.

Name of the Applicant _____ Passport/NRIC _____

Signature of the Applicant _____ Date _____

Parents Signature _____ Date _____

PART 9 FOR OFFICE USE ONLY

MARKETING DEPARTMENT

COUNSELLLED BY _____ AGENT _____

APPROVED BY _____ DATE _____

ADMISSION OFFICE

RECEIVED BY _____ DATE _____

APPROVED BY _____