



YAYASAN
UMS SEAFIELD
INTERNATIONAL COLLEGE
Partly owned by Yayasan Universiti Malaysia Sabah

FOR OFFICE USE ONLY

Programme

Student Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

PART 1 PERSONAL DETAILS

Please complete the checklist to ensure that you have submitted all the documents required for your application

- Correctly complete ALL mandatory (*) sections and forms with BLOCK LETTERS (in BLUE / BLACK ink only).
- Attach one Certified True Copy of Actual/ Forecast results (with English Translation) and other supporting documents as listed on APPLICATION CHECKLIST section
- Attach one photocopied passport (all pages including BLANK pages) and your passport has a minimum of (1) year validity.
- Attach six passport size photographs in BLUE background.
- Attach one Health Examination Report.
- Include proof of payment of Visa Application fee and Course Fee made payable to UMS Seafield Sdn. Bhd. via Telegraphic Transfer.

Photograph

Name* (as in passport)

First Name

Last Name

Nationality*

Date of Birth* (dd/mm/yy) - -

Passport No.*

Gender* Male Female

Tel No.*

Mobile Phone No*

Email*

Parents' Address and Details*

City Postcode

State Country

Tel No* Mobile Phone No.*

(Please include all international codes)

E-mail*

Last Examination Taken* Year

Last Academic Qualification*

School / College Name

City State/ Country

Results

Actual Forecast Others _____ (Please specify)

English Qualification

IELTS TOEFL Others _____ (Please specify)

PART 2 PROGRAMME

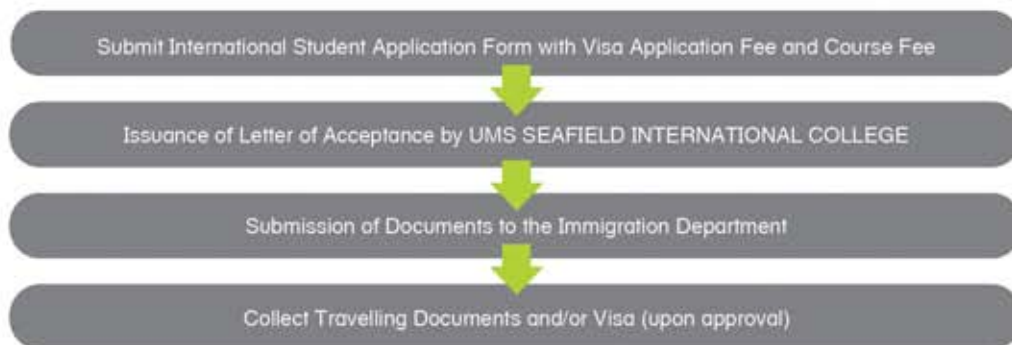
Name of Course :

- Foundation - International Student Foundation Programme (ISFP)
- Diploma Programme (Please Specify) _____
- Undergraduate Programme (Please Specify) _____
- Postgraduate (Please Specify) _____

Please read the terms and conditions governing your admission to UMS Seafield International College and the student's continued enrolment as a student of UMS Seafield International College.

- 1 Fees payable for the academic year are as set out in the Fees Schedule, subject to annual reviews. UMS Seafield International College reserves the right to revise the fee payable without prior notice.
- 2 All fees are payable in advance. Full settlement of first year/term fees is required upon registration and according to the due dates for subsequent year/terms.
- 3 All payment must be made via Telegraphic Transfer in favor of UMS Seafield Sdn. Bhd
- 4 Fees paid are not transferable and not refundable except in circumstances set out in sub-paragraph (b), (c) and (d) and provided that a request in writing for such refund is received by the Admission office
 - (a) The Visa Application Fee are not refundable under any circumstances.
 - (b) Subject to sub-paragraph (a) above, if a student withdraws from the programme before the commencement of the term, an amount not exceeding 70% of all fees paid may be refundable.
 - (c) 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% maybe refundable, provided all fees due have been paid in full.
 - (d) Subject to sub-paragraph (a) above, if a student is conditionally accepted into the programme but is required to discontinue the programme due to non-fulfillment of entry requirements, the student will be eligible for a pro-rated refund of fees paid, in which pro-rated amount will be determined by the Admissions Office.
- 5 All refunds whether fees, deposits or whatsoever payments shall be free of interest.
- 6 For all terms, all fees are payable in advance and must be fully paid before or by the start date of the term.
- 7 In the event that a student is expelled/suspended/discontinues the programme due to misconduct or any disciplinary matter there will be no refunds.
- 8 Students must abide by all academic, administrative and examination rules and regulations and policies of UMS Seafield International College. On admission as a student of UMS Seafield International College, the student is bounded by such rules and regulations. of UMS Seafield International College reserves the right at anytime to amend such rules and regulations and students are advised to refer to the latest rules and regulations at www.umssic.edu.my
- 9 All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed within one (1) year from the date the student ceases to be a student of UMS Seafield International College.
- 10 After submitting the International Student Application Form and Visa Application Fee & Course Fee (payable to UMS Seafield Sdn. Bhd via telegraphic transfer as per outlined in Item 3), students will receive a Letter of Acceptance from the Admissions Office. Please sign on the Letter of Acceptance and return the copy to the Admission Office for processing and submission to the Malaysian Immigration Department. Upon processing and approval from the Malaysian Immigration Department, travel documents/visa shall be release to the student.
- 11 Completion of a programme in UMS Seafield International College does not give the student automatic admission to a university, whether related or otherwise. Admission is determined by the student's performance and the transferee university's entry requirements.
- 12 The award of scholarships, bursaries, grants, waivers or financial assistance is subject to the absolute discretion of of UMS Seafield International College and/or relevant universities.
- 13 All international students are required to stay in Seafield Provided Residence for a minimum period of one (1) year.

APPLICATION PROCEDURES



ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the above policies, terms and conditions and the nature and effects thereof. 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 above on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

I agree that any offer placement is conditional on the accuracy of the information provided by me.

I further confirm and consent to the use by UMS Seafield International College without charge, my personal information(including photographs or images or recordings of the student) in any publicity and / or promotional exercise of UMS Seafield International College including without limitation, the publishing of good examination results, the award of a prize or scholarship, any achievement, academic or otherwise. I hereby consent UMS Seafield International College to release such relevant information to the relevant Alumni Association.

Signature of Student

Name of Student

Date (dd/mm/yy)

DECLARATION BY PARENT/GUARDIAN/SPONSOR

I hereby agree to pay all fees due on the dates stipulated by UMS Seafield International College. I also understand and agree that if I default in paying the fees, UMS Seafield International College has the right to bar my child/ward from attending classes, including deregistration. I have also read and understood the Terms and Conditions and agree to the terms as laid out. I hereby apply for his/her admission to UMS Seafield International College as a full-time student and I undertake to pay the full cost of this programme.

Name of Parent / Guardian / Sponsor* (as in IC/passport)

IC/ Passport No.

Relationship

Occupation

Company

Signature of Parent / Guardian / Sponsor*

Date (dd/mm/yy)

Contact Details (to be filled by guardian / sponsor* only)

City Postcode

State Country

Tel No. Mobile Phone No.

Email

For Office Use Only

Offer Accepted

Offer Rejected

Payment Details

Amount Paid RM Cash/Cheque/Card/Draft/TT

Outstanding RM

Receipt No.

Received By Date

Remarks (None)

** This include Scholarships/Bursaries& Grants/Waivers/Financial Assistance

Exemption(s)

Scholarships**

Enrolled By(Name) (M) (P) (Y) (Y)

Authorized Approval (M) (P) (Y) (Y)

SUBMISSION CHECKLIST
To be filled by Authorized Representative

Please ensure the application has completed / submitted the following and indicate with a tick (✓) in the boxes provided below:

A. International Student Application Form

- Applicant' s Details
- Applicant' s signature & Date
- Parent' s / Guardian' s / Sponsor' s Detail
- Parent' s Guardian 's / Sponsor' s Signature & detail

B. Documents

- Photographs (Color Passport Size) - 6 pieces
- IC/Passport (FULL BOOK) Photocopy - 1 copy
- Latest Academic Transcripts
- Others Documents _____
- Proof of Payment _____

C. Important Reminders

- I have confirmed that all documents are in order.
- I have briefed the prospective student and/or parents/guardian/sponsor of the terms and conditions in the International Student Application Form
- I have briefed the prospective student and/or parents/guardian/sponsor of the International Student Admission Fees and full course fees applicable

For Appointed Representative' s Use Only

Agent ID :

Appointed Representative' s Stamp

Company Name

Authorized Personnel
(Full name as per IC / passport)

Signature

Date / /