

APPLICATION FOR ADMISSION

FOR OFFICE USE ONLY

Student ID

Section A : Programme Application Information

Please specify intake for admission & select ONE programme by placing a tick (✓) in the appropriate box provided below:

Intake

D	D	-	M	M	-	Y	Y	Y	Y
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Full Time Programme

UK Advanced Diploma
Visual Communication Design
Digital Media Design

Part Time Programme

Interior Design (12 months)
Other Programme

Colour Photography
(Passport Size)
(5cm × 4.5 cm)

Section B : Personal Information

Name [as per NRIC]

[Chinese 中]

NRIC No

						-			-				
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Age

Place of birth

Date of birth

D	D	-	M	M	-	Y	Y	Y	Y
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Marital Status Single Married Divorced

Gender Male Female

Race Malay Chinese Indian Other [please specify]

Correspondence Address

Postcode

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 City

State

Tel [Home]

Tel [Mobile]

Email Address

Student Occupation

Employer

Section C : Parent / Guardian Information

Name of Father / Mother / Guardian [as per NRIC]

NRIC No

						-			-				
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Relationship Father Mother Guardian

Correspondence Address

[please provide if different from above]

Postcode

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 City

State

Tel [Home]

Tel [Mobile]

Occupation

Email Address

Section D : Emergency Contact

Contact Person

Relationship Father Mother Guardian

Tel [Home]

Tel [Mobile]

Tel [Office]

Email Address

Section E : Academic Qualifications

Secondary or High School

Name of Secondary / High School _____

Qualification Achieved PMR SPM UEC Other [please specify] _____

Date Commenced M M - Y Y Y Y Date Completed M M - Y Y Y Y

Institute, College or University

Name of Institute / College / University _____

Qualification Achieved Pre U/Certificate Diploma Degree Other [please specify] _____

Date Commenced M M - Y Y Y Y Date Completed M M - Y Y Y Y

Section F : Credit Transfer

Do you wish to apply for credit transfer from previous study?
 Yes (please request for a credit transfer form) No

If you request a credit transfer, please submit a certified true copy of the relevant results, course / module outline and portfolio.

Section G : Medical / Disability Details

Do you have a disability, impairment or long-term medical condition which may affect your studies?
 Yes No

If yes, please specify or tick (v) the relevant box. Please provide relevant medical documentation upon this application.

- Allergies 敏感 Colour Blindness 色盲 [please specify] _____
- Asthma 哮喘 Mental Impairment 心理障礙 [please specify] _____
- Anaemia 贫血 Learning Disability 學習障礙 [please specify] _____
- Hearing Impairment 聽覺受損 Other 其他 [please specify] _____
- Visual Impairment 視力障礙 _____

T SMA will require relevant medical documentation from treating professionals outlining the impact of your condition on your ability to meet the academic demands in the College environment. The relevant department may contact you when the condition does not meet the academic demands for further discussion. Disclosure of disability is treated confidentially and will not be used to disadvantage you.

*****The responsibility for the safety and health of each student lies with the individual, not the College.**

Signature of Applicant _____

Signature of Parent / Guardian _____
[required for applicants under the age 18]

Section H : Sources Of Support

(1) I Am Paying My Own Fees

Please tick (v) this box if you, your parents or a guardian will be paying for your fees, or if you are not under any kind of contractual terms.

I am paying my own fees

(2) Sponsorship / Scholarship / Bursary Details

Kindly fill in the name and contact details of sponsor / scholarship / bursary in the space given below.
 (Please provide a copy of the sponsorship / scholarship / bursary offer letter with this application)

Name of Sponsor / Scholarship / Bursary _____

Correspondence Address _____

Postcode

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 City _____ State _____

Tel [Office] _____ Tel [Mobile] _____

Tel [Home] _____ Email Address _____

Section I : Terms And Conditions

TERMS AND CONDITIONS FOR ADMISSION

The following Terms and Conditions for admission apply to all students of Two Studio Multimedia Academy (TSMA). "TSMA" stands for **Two Studio Multimedia Academy**. All fees and monies where mentioned are in Ringgit Malaysia. Once signed, these terms and conditions are legally.

1. ADMISSION POLICY

Admission to the college is open to all individuals regardless of gender, race or religion. Selection for admission is based on an overall assessment of the individual's potential. The College reserves the right to reject an application and to review a student's progress periodically. The College may, at its discretion, cancel a student's registration for lack of academic progress, failure to honour fees payable or failure to abide by the Rules and Regulations prescribed in the Student Handbook.

2. FEES AND CHARGES

A. Application Fee

Application Fee refers to administrative services rendered during the application process and is payable upon submission of this application. Application Fee paid is non-transferable and non-refundable.

B. Course Fee

- (i) Course Fee is defined as Admission Fee and Tuition Fee Instalments to be paid in accordance with the "Fee Payment Schedule" as stipulated in the Fee Structure & Payment Schedule. The course fee outlined in the schedule shall be at the amount to be received by the college.
- (ii) The proportion of Course fee refund, upon official withdrawal, is shown below (Only for Full Time Programme & Interior Design Course) :
 - 75% refund (by the 5th working day from the commencement of semester)
 - 50% refund (by the 6th- 8th working day from the commencement of semester)
 - No refund (by the 8th working day from the commencement of semester)
- (iii) Fees paid are normally not transferrable except under the circumstances stated below and provided that a written request (accompanied by official supporting documents) for such transfer of fees has been submitted to the Management.
- (iv) The refundable / transferrable amount of fees or deposits is determined by Paragraphs (ii), and after the deductions made against any fees or payments due and owing TSMA.
 - Transfer due to a call for National Service.
 - Transfer due to medical reasons.
- (v) In the event that a student is expelled / suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
- (vi) A student on conditional offer whose actual result do not meet the entry requirements of the programme is eligible for a prorated refund of the course fees paid.

C. Retake Fee (Full Time Programme & Part Time Programme)

The Retake Fee will be invoiced based on the relevant Module Fee for student who has failed module[s]. The Retake Fee will be paid 2 week before the commencement of the semester, commencing in term which the module will be offered.

D. Resource Fee

Resource Fee covers the provision of technology and teaching and learning resources including Library, shooting room, audio room, etc. which is included in the Fee Structure & Payment Schedule.

E. Additional Charges

An administrative charge of RM 50 will be imposed for late payment after the second (2) week from the commencement date of new semester/term. Failure to pay fees on time may result in the student being barred from classes, examinations and etc.

F. Review of Fee Structure

Fees payable are shown in the programme fee structure. Please note that TSMA reserves the right to review and revise fees annually without prior notice.

G. As Per Insured Plan

Students are covered by the plan after 4 weeks - 8 weeks joining the TSMA.

H. Graduation Fee

The Graduation Fee is charged when you apply for graduation and is non-refundable regardless of whether you completed the graduation requirements or participated in the ceremony.

I. Outstanding Fees

Graduate must settle any outstanding fees and obtain a receipt before claiming their certificates and academic transcripts.

3. WITHDRAWAL

For withdrawal, students will be required to complete the "Student School Leaving Application Form", obtainable from the Students Services Unit. Students will be interviewed by the Student Affairs & Lecturer in charge. The College will consider each application on a case-by-case basis.

4. RULES AND REGULATIONS

- (i) All students must abide by the academy Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- (ii) Any criminal activities on TSMA premises will be reported to the relevant authorities.
- (iii) TSMA and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with TSMA.
- (iv) TSMA has the authority to suspend or / and expel any student behaving in a manner that affects the good name and security of its staff and students.
- (v) TSMA reserves the right to revise the college Rules and regulation within prior notice.
- (vi) TSMA reserves the right to accept or reject any application without assigning any reason.

5. PAYMENT

Kindly attach the copy of the transaction slip or remittance to the Admissions Office or email to : account@twostudio.edu.my

Please include the applicant's full name in the reference section of the payment.

All payment are to be made through crossed cheque, banking transfer or bank draf as stated below:

Payee Name / Cheque Payable to
Two Studio Multimedia Academy Sdn Bhd

Bank Account Details
Hong Leong Bank Berhad Account No: 062 000 51592

Section J : Declaration

1. I / We certify that the information given herein is true and correct, and I acknowledge that any false and / or incorrect information or documentary evidence may result in the cancellation of my enrolment in the program of study.
2. I / We understand that during the course of my educational TSMA program, I will indeed be responsible to all policies, rules, and regulations of the TSMA, including the "SECTION I" terms and conditions and the rules and regulations of the relevant departments.
3. I / We confirm that I / We have read and understood the description of the programme I have applied for and that the information provided prior to admission is correct to the best of my / our knowledge.
4. I / We agree that the Registration Fee, Course Fees, Graduation Fees and Resource Fees paid are NOT refundable or transferable.
5. If course fees are paid by an organization "SPONSOR", I / We authorize Two Studio Multimedia Academy to release my fees and academic progress information to the sponsor upon request.
6. I / We accept that Two Studio Multimedia Academy reserves the rights to amend fees and charges, curriculum, schedules, class structures, class structures, and the College Rules and Regulations as prescribed in the Student Handbook during the course of study.
7. I / We understand and agree that TSMA shall forfeit any course fee, deposits and / or monies due to me / us remain inactive for a period of commencement date of next semester.
8. TSMA reserves the right to amend the Student Loans, Graduation Fees, Insurance Fees, Fees and Charges Policy and Terms and Conditions as required.

Applicant's Signature _____ Date D D - M M - Y Y Y Y

Applicant's Name _____
[as per NRIC]

If you are under 18 years of age at the time of submitting this application you must have a parent / guardian sign this declaration on your behalf.

Signature of Parent/Guardian _____ Date D D - M M - Y Y Y Y

Parent/Guardian's Name _____
[as per NRIC]

NRIC of Parent/Guardian _____

Relationship Father Mother Guardian _____

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PAYMENT DETAILS

Full Time Programme

Registration Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No
1 st Semester Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No
Insurance Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No

Part Time Programme

Registration Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No
1 st Term Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No
Graduation Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No

Short Course / Fast Track Course

Course Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No
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TVET

Registration Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No
1 st Term Fee	RM	<input type="checkbox"/> Cash	<input type="checkbox"/> Bank In	<input type="checkbox"/> Cheque	Receipt No

CHECKLIST

- A complete Course Application Form
- 2 pcs photocopy of Identity Card (front & back in same page)
- 2 pcs recent Passport-sized colour photographs
- A Certified true copy of SPM / STPM / UEC / Academic record (result, transcripts, certificates)
- A certified true copy of School Leaving / Graduation Certificate
- Supporting documents for credit transfer (if applicable)
 - A Release Letter from the previous college / university
 - A certified true copy of the latest results from the previous college / university
 - A certified true copy of justification letter for transfer from the previous college

Remarks : _____