



STUDENT APPLICATION FORM

Passport Size Photo

Intake: Jan Feb Mar Apr May Jun
 Jul Aug Sep Oct Nov Dec 20

PROGRAMME APPLIED _____

A. PERSONAL DATA (Please complete all the sections using BLOCK LETTERS)

DETAILS OF APPLICANT

Name as Stated on IC/Passport

Nationality

--

Place of Birth

--

Date of Birth

--

IC No. (Malaysian/Permanent Resident)

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Bumiputera Status (For Malaysians Only): Yes/No

Passport No. (For International Students Only)

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Expiry Date of Passport

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* Marital Status

Single Married
 Other _____

* Gender

Male
 Female

Correspondence Address

State

Country

Postcode

--

Tel. No. with Country Code

--

* Religion

Islam Christian Hindu Buddha Other _____

Mobile Phone No.

--

* Ethnic Origin (For Malaysian Only)

Malay Chinese Indian Bumiputera Other _____

Email Address

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**Information required by the Ministry of Higher Education Malaysia*

B. SIBLINGS

The university would appreciate if you could list the name of your sibling(s) enrolled in Nilai University.

NAME	STUDENT ID	PROGRAMME

I. EMERGENCY CONTACT

Name: _____ Relationship: _____
Home Tel No.: _____ Mobile No.: _____ Office No.: _____
Email: _____

J. REFUND POLICIES AND PROCEDURES

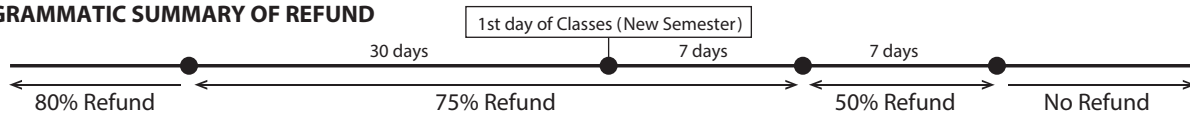
A. APPLICABLE TO ALL STUDENTS

I hereby acknowledge, understand and agree that:

1. The Application and Registration Fees paid are strictly NON REFUNDABLE under any circumstances.
2. Once the initial fees are fully utilised, fees will be charged based on the Approved Course Enrolment at each subsequent semester.
3. An application for refund has to be explicitly expressed in writing and in accordance to the guidelines and deadlines stipulated in the following clauses. The first day of the semester is defined as the first day of general class commencement and is usually after the main Orientation.

Submission of Written Notice of Withdrawal	Percentage of Refund
More than 30 calendar days <u>BEFORE</u> the first day of classes in the semester.	80% of tuition fees
Within 30 days <u>BEFORE</u> the first day of classes in the semester and up to 7 calendar days <u>AFTER</u> the same new semester.	75% of tuition fees
Refund requested within the second week of the new semester (7 th - 14 th calendar days).	50% of tuition fees
Refund requested <u>AFTER</u> the second week (14 calendar days) of the new semester.	No Refund

DIAGRAMMATIC SUMMARY OF REFUND



4. In the event that a refund is requested after the enrolment of subjects is done and the fees due are not paid, Nilai University reserves the right to charge the fees accordingly and utilise Refundable Deposits to offset the outstanding amount due to the University in the computation of fees.
5. It is imperative for me to obtain the acknowledgement of Nilai University authorities in my submission of request for refund in order to ensure that the University receives my written request via the Withdrawal / Completion Form, including and particularly the date of submission and acknowledgement of receipt of the submission. The request for refund should only be made via Nilai University's Withdrawal / Completion Form and that other methods of notification will not be entertained. Any amount to be refunded are subject to the approval and discretion of the University.
6. In the event of dropping any subjects before the ADD/DROP deadline and subsequently follow up with a withdrawal from Nilai University, the University will charge the full fees based on the initial Approved Course Enrolment.
7. Nilai University will refund the Caution Fee and Accommodation Deposit (if applicable). However, this is provided that no rules or regulations have been breached and there are no outstanding fee with the University.
8. In the event of graduation or in the event of a withdrawal the respective forms must be submitted within a maximum of 2 semesters from the event for refundable deposits as per clause 7 above.
9. It is imperative that all rules and regulations are strictly adhered to at all times, failing which Nilai University shall forfeit all refundable deposits and the said deposits may be required to be paid once again, where applicable.
10. In the event that fees are not settled in accordance to the respective due date, late payment charges shall be levied accordingly by Nilai University.

Initial

B. APPLICABLE TO INTERNATIONAL STUDENTS ONLY

1. I hereby agree to submit my Application Form, Application Fee and all fees due to Education Malaysia Global Services (EMGS) necessary for Visa application processing. In the event that my application is rejected by the relevant Malaysian authorities, the aforementioned fees will not be refunded.
2. I have been advised to attend a medical screening at a panel clinic in Malaysia within 7 working days of my arrival date. In the event I do not pass the medical screening, I understand that I will be required to return to my country.
3. I hereby agree to remit with immediate effect all initial tuition fees to Nilai University upon notification of my visa approval prior to arriving in Malaysia.
4. In the event that my studies are terminated by Nilai University on account indiscipline, misconduct, serious examination cheating, continuous plagiarism, violation, fraud, felony, criminal offence, misdemeanor requiring police intervention, and / or related grounds, my fees will not be refunded. In such circumstances, the University reserves the right to utilize any fees paid and / or refundable to offset the cost of deportation, including the purchase of air fare and cost of transportation to the airport.
5. In the event that no deportation is required, Nilai University reserves the right to forfeit all fees paid including all refundable deposits.

Initial

K. DECLARATION & ACKNOWLEDGEMENT

The information collected on this form is for the purpose of sending you details about Nilai University, including its events and courses. The information is processed in accordance with the Personal Data Protection Act (PDPA) 2010. It is only disclosed to third parties for the above mentioned purpose, or with your consent, or to meet statutory obligations. For more information, please refer to the University's Privacy Notice at <http://www.nilai.edu.my/PDPA>

By submitting this form, I agree to be subjected to the Privacy Notice of the University and have consented to the processing and disclosure of my personal data for the above mentioned purpose. If I am below 18 years of age, I am responsible for obtaining consent from my parents or guardian to provide the information on this form to Nilai University.

Signature of Applicant

Name:

IC/Passport No.:

Date:

Signature of Parent/Guardian

Name:

IC/Passport No.:

Date:

L. CHECKLIST

Malaysian Applicants

- Completed Student Application Form
- Completed Accommodation Form (if accommodation is required)
- 2 certified true copies of high school results / transcripts & certificates
- 4 passport-size photographs (blue background only)
- Application Fee
- Certified true copy of IC
- Certified true copy of SPM/O-Levels/STPM/A-Levels/UEC/SAM/CPU transcript
- Certified true copy of Linguaskill/MUET/IELTS/TOEFL result
- 2 certified true copies of high school results / transcripts & certificates

International Applicants

- Completed Student Application Form
- Completed Accommodation Form
- Completed Health Declaration Form
- Copy of Academic Certificates, Transcripts and School Completion Certificate in PDF format. (Both original and English-translated copies if original documents are not in English)
- English Language Proficiency in PDF format (if available)
- Copy of ALL passport pages in colour including the cover page in PDF format
- Soft copy of passport-sized photograph - 35mm(w)x45mm(h) with WHITE background in JPEG format
- No-Objection Certificate (NOC) or Letter of Eligibility (LOE) if the student is from Iran, Libya, Sudan and Oman
- Transfer Applicant- Release Letter with the academic results and attendance record
- Payment proof of non-refundable Application Fee

FOR OFFICE USE

Counsellor : _____

Date : _____

Amount Paid : _____

Receipt No : _____

Please submit the completed Student Application Form to Student Recruitment Nilai University
No. 1, Persiaran Universiti, Putra Nilai, 71800 Nilai, Negeri Sembilan Darul Khusus, Malaysia
Tel: +606 850 2308 E-mail: study@nilai.edu.my Website: www.nilai.edu.my