

PART B**PROGRAMME PREFERENCE**

Please indicate your choice of programme with a tick (✓) in the boxes provided below

PROGRAMMES

Kitchen Practices - Level 1, 2 & 3

Food & Beverage - Level 1, 2 & 3

Chambermaid - Level 1, 2 & 3

Front office - Level 2 & 3

Tourist Guide - 3

INTAKE

Jan

May

Sep

MODE OF STUDY

Full Time

Part Time

PART C**PREVIOUS WORKING EXPERIENCE (IF ANY)**

Company

Address

Year of Service

From:

To:

Last Position Held

PART D**SPECIAL CIRCUMSTANCES**

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

Yes

No

If you do, you need to provide extra information so that IAT can assist you during your study programme.

APPLICATION CHECKLIST To be filled by Education Counselor

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

PART A. IAT Application Form

- | | |
|--|---|
| <input type="checkbox"/> Applicant's Details | <input type="checkbox"/> Parents / Guardian's / Sponsor's Details |
| <input type="checkbox"/> Applicant's Signature & Date | <input type="checkbox"/> Parents / Guardian's / Sponsor's Details |
| <input type="checkbox"/> Education Counselor's Name & Date | <input type="checkbox"/> Accounts Office (Processing Officer & Payment details) |

PART B. Documents

For ALL Programmes :

- Photographs (Colour Passport Size) - 8
- IC / Passport (FULL BOOK) - 3
- Letter of Acceptance / Undertaking - Photocopy
- High School Forecast Actual
 - SPM
 - O – Level
 - Other: _____
- Other Document: _____
- Documents relating to medical conditions (if required)

* Copies of supporting documents must be certified **true copy**

For Perbadanan Tabung Pembangunan Kemahiran :

- A student photocopy of IC/passport
- A copy student birth certificate
- A copy bank statement CIMB Bank
- A copy school leaving certificate
- A parent / guardian photocopy of IC / passport (guarantor 1 & 2)
- A copy of the same billing address of the guarantor 1
- A copy salary slip / income statement guarantor 1 & 2

*** All documents should be verified by the employer / head of the village**

PART C. Scholarships / Bursaries & Grants / Waivers / Financial Assistance Only (if applicable)

- | | |
|---|--|
| <input type="checkbox"/> Perbadanan Tabung Pembangunan Kemahiran (PTPK) | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Kementerian Belia & Sukan (KBS) | <input type="checkbox"/> Approved Application Form (s) |
| <input type="checkbox"/> Jabatan Belia & Sukan (JBS) | |

PART D. Outstanding Documents – For Applicant Only

The following documents must be submitted to the respective Programme Offices (as specified in the Letter of Acceptance) as soon as possible to avoid unnecessary delay.

- | | |
|--|--|
| <input type="checkbox"/> Document 1: _____ | <input type="checkbox"/> Document 4: _____ |
| <input type="checkbox"/> Document 2: _____ | <input type="checkbox"/> Document 5: _____ |
| <input type="checkbox"/> Document 3: _____ | <input type="checkbox"/> Document 6: _____ |

We look forward to welcome you on Orientation Day
Thank you

PART E.

CONDITIONS OF ENROLMENT

- Fees for the academic year are as set out in the Fees Schedule.
- Full settlement of first semester/fees is required upon registration or by the intake date and according to the due dates for subsequent semesters.
- Payment by crossed cheque, telegraphic transfer, money order or bank draft is to be made in favour of "IMPERIA ACADEMY OF TOURISM SDN BHD" for all course.
- Fees paid are neither refundable non transferable, except in the circumstance set out below and provided that a request in writing for such refund is received by the Principal. Any refund of fees or part thereof is subject to the following:
 - If a student withdraws from the programme before the commencement of the semester, an amount not exceeding 70% of all fees (except Registration Fee & Admin Fee) paid is refundable.
 - If a student withdraws from the programme within the first two weeks after the commencement of the semester, an amount not exceeding 50% of all fees (except Registration Fee & Admin Fee) paid is refundable.
 - There will be not refund of fees if student withdraws after the second week of the commencement of the semester/term.
 - However, if a student is required to leave the programme for National Service because his/her request for National Service deternent is denied, he/she will be eligible for a full-refund of all fees paid.
 - However, if a student is required to leave the programme due to non-fulfillment of entry requirement upon official announcement of examination result he/she will be eligible for a pro-rated refund of all fees (except Registration Fee & Admin Fee)
- In the event that the IAT cannot accept a student for enrolment due to the fault of the IAT, all fees paid will be refunds in full.
- Refunds will be made in the name of the parent/guardian/sponsor as declared in Part F of this application form.
- All refund whether of fees, deposits or whatsoever payments, shall be free of interest and shall be subject to the right of set-off by the IAT against any fees or whatsoever payments due and owing to the IAT.
- For all semester, all fees due must be fully paid before or by start date of the semesters. An administration charge of RM50.00 will be imposed commencing from the third week of the semester if payment is not received by the specified due date for each week or part thereof delayed. IAT reserves the right to review the status of the student and to take such necessary action as the IAT deems fit payment is not received by the end of the fifth week of the semester. Such action may include barring from classes and facilities, suspension or termination of the student.
- For inter-programme transfer cases, an administrative charge of RM100.00 will be imposed except when the transfer is carried out before the semester commences for the first registered programme. The amount of fees transferable to the new programme is subject to the following :
 - If inter-programme transfer is carried out within the first month of the commencement of the semester, all fees paid are transferable to the new programme.
 - If inter-programme transfer is carried out after the first month of the commencement of the semester miscellaneous fees will be transferable to the new programme.
 - If inter-programme transfer is carried out after the mid-semester or after the completion of the semester, only the Registration fee and all deposits are transferable to the new Programme.
- In the event that a student is expelled from the IAT or leaves the IAT due to disciplinary/academic misconduct, there shall be no refund of fees paid except refundable deposits.
- Students must abide by all academic, administrative and examination rules and regulation and policies of the college.
- The IAT reserves the right to use a student's personal information in any publicity and/or promotion exercise of the IAT. The scope of usage of this information may include the publishing of good examination results, the award of a prize or scholarship, any achievement academic or otherwise, and the granting of access to his/her information by the IMPERIA COLLEGE ALUMNI ASSOCIATION.
- All claims for refund of any moneys (whether fees, deposits or whatsoever payments) shall be made within one(1) year from the date the relevant student ceases to be a student of the IAT, failing which the amount thereof shall accrue in favour of the IAT and thenceforth the right to so claim shall automatically cease. IAT shall be entitled to transfer the said money into a separate account/fund and apply the same for whatsoever purpose deemed fit by the IAT.
- For progression, the following applies:

Certificate/Sijil Kemahiran Malaysia (SKM) programme
The completion of a programme at IAT does not give the student automatic admission to the next level of studies. Admission is subject to the student's performance and entry requirements.
- Any bursary or financial assistance given is subject to the terms and conditions set by the management of IAT

PART F.

DECLARATION AND SIGNATURE

DECLARATION BY APPLICANT

I declare that the information provided by me in this application form is true and correct. I acknowledge that IAT reserves the right to vary or reserves any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to abide by all academic, administrative and examination rules and regulations of the Programme and the IAT.

Signature of Applicant

Name of Applicant

Date

SIBLING

IAT would appreciate it if you could write the names of your younger siblings below

Name

Form this year

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

Signature of Guarantor 1

Signature of Guarantor 2

Name :

Name :

IC No. :

IC No. :

DECLARATION BY PARENT/GUARDIAN/SPONSOR

I hereby agree to pay all fees due on the dates stipulated by the IAT. I also understand and agree that if I default in paying the fees, IAT has the right to bar my child/ward from attending classes, including deregistration. I have also read and understood the Conditions of Enrolment and agree to the term as laid out. I hereby apply for his/her admission to IAT 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

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

City

Postcode

State

Country

Tel No.

Mobile No.

Signature of Parent/
Guardian/Sponsor*

Date

DD / MM / YYYY

* Delete where not applicable

For Office Use Only

Condition of Enrolment

Condition Offer Full Offer

Condition:

- Minimum of 1/3 credits in the SPM/GCE 'O' Level Examination (which is applicable)
- _____ (grade) in the SPM/GCE 'O' Level Examination in _____ (subject)
- Minimum mark of 50% in the following subject(s) in first semester examination

Exemption(s)

IAT Scholarship**

Enrolled By (Name)

DD / MM / YYYY

Payment Details

Amount Paid

RM	Cash/Cheque/Card/Draft/TT
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Outstanding

RM	
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Receipt No.

Received By
(Name)

DD / MM / YYYY

Remarks

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