

**Ref. No:**

**Student ID No.**  
**(Official use only):**

***Application Form***

Please complete the form in **BLOCK LETTERS** (\* indicates compulsory fields).

**1. PROGRAMMES:** *(Please select the course for which you are applying)*

BA (Hons) Business Studies	<input type="checkbox"/>	Doctor of Business Administration (Part-Time)	<input type="checkbox"/>
Master of Business Administration	<input type="checkbox"/>	Degree Foundation	<input type="checkbox"/>
MBA (Part-Time)	<input type="checkbox"/>	Other (please specify): _____	

**2. PERSONAL DETAILS:** *(As per passport)*

Surname: \* \_\_\_\_\_

First Names(s): \* \_\_\_\_\_

Gender: \* Male  Female

Place of Birth: \* \_\_\_\_\_ Country of Birth: \* \_\_\_\_\_

Nationality: \* \_\_\_\_\_ Date of Birth: \* \_\_\_\_\_

**3. PERMANENT ADDRESS:**

<b>Permanent Home Address: *</b>	<b>Correspondence Address (if different): *</b>
_____	_____
_____	_____
City: * _____	City: * _____
County / State: * _____	County / State: * _____
Postcode / Pincode: * _____	Postcode / Pincode: * _____
Country: * _____	Country: * _____
Email: * _____	Email: * _____
Student's Tel: * _____	Tel: * _____
Country Code    City Code    Phone No.	Country Code    City Code    Phone No.
Parents's Tel: * _____	Alternate Tel: * _____
Country Code    City Code    Phone No.	Country Code    City Code    Phone No.

4. Have you previously applied to WIC or any of its affiliated colleges? Yes  No

If yes, please state when: \_\_\_\_\_

5. Do you have any friends or relatives currently studying at WIC or any of its affiliated colleges? Yes  No

If yes, please give details: \_\_\_\_\_

6. How did you hear about the college? Friend  Media (adverts, exhibitions etc.)  Website  Representative

Please give brief details (e.g. name of friend, representative, website etc.) of the above source:

\_\_\_\_\_

### 7. EDUCATION:

Please list all the relevant qualifications you have obtained since the age of 16 for which the results are known. Please attach the relevant attested photocopies of your educational qualifications. Please provide official English language translations of these documents where appropriate.

Name of School / College / University Awarding Body / Country	Course Completed	Grades / Overall Percentage	Dates of Study	
			From (mm/yyyy)	To (mm/yyyy)

### 8. PENDING RESULTS:

Please list any examinations you have taken for which the results are still pending. Please also list any examinations you will be

Name of School / College / University Awarding Body	Course / Title of Exam	Dates of Study	
		Date of Exam (mm/yyyy)	Expected Results Date (mm/yyyy)

### 9. REFERENCES:

All applicants must provide at least one academic referee. The referee should not be a friend or family member.

#### Referee 1 (Academic Referee):

Name: \* \_\_\_\_\_

Position / Designation: \* \_\_\_\_\_

Address: \* \_\_\_\_\_  
\_\_\_\_\_

Tel (including Country and Area Code if overseas): \* \_\_\_\_\_

Country Code    Area Code    Phone No.

Email: \_\_\_\_\_

#### Referee 2 (Other Referee):

Name: \* \_\_\_\_\_

Position / Designation: \* \_\_\_\_\_

Address: \* \_\_\_\_\_  
\_\_\_\_\_

Tel (including Country and Area Code if overseas): \* \_\_\_\_\_

Country Code    Area Code    Phone No.

Email: \_\_\_\_\_

**10. EMPLOYMENT AND / OR TRAINING DETAILS:**

Please enclose detailed job description on a separate sheet of paper for each of the positions you have worked for more than six months

Sr. No.	Name and Address of the Employer	Your Position and Brief Job Description	Dates	
			From (mm/yyyy)	To (mm/yyyy)

**11. PERSONAL STATEMENT:**

**Please indicate the reasons as to why you have chosen to study this course at WIC. You should also indicate as to how you would benefit from this course.**

*(Please complete this section in not less than 200 words)*

## 12. WHO WILL PAY YOUR TUTION FEES

Please select the appropriate box:

Yourself  Family Member / Parents  Sponsor / Employer  Bank Loan  Scholarship

## 13. STUDENT QUESTIONNAIRE:

**To be completed by the student.**

Full Name: \_\_\_\_\_

Course Applied For: \_\_\_\_\_

1. What made you choose Westminster International College as your higher education institution?

\_\_\_\_\_

2. What is your career objective on completion of the course?

\_\_\_\_\_

3. Were you fully informed by your counsellor / representative about WIC and the programmes offered? Yes  No

4. Are you aware that WIC will not find you part time work or offer placement services during your course of study?  
Yes  No

5. Are you aware of your fee structure and instalment plan? Yes  No

6. Are you aware that the fee paid will only be refunded in the case of your visa being refused? Yes  No

7. Are you aware that attendance is compulsory and that failure to achieve this can lead to your enrolment on the course being terminated? Yes  No

8. Are you aware that you cannot change or defer the course without prior written permission from the school? Yes  No

9. Are you aware that the tuition fee mentioned refers only to the academic fee and that it does not cover any living expenses incurred as a student? Yes  No

10. Are you also aware that you should have sufficient funds available to cover your living expenses for the entire duration of your study period? Yes  No

11. Are you aware that there is a resit fee for students who are not successful in examinations at the first attempt?  
Yes  No

12. Are you aware that you are required to purchase necessary core textbooks and a laptop / personal computer for study purposes? Yes  No

13. Were you a previous student at WIC or any of its affiliated colleges? Yes  No  If yes, please give details:

\_\_\_\_\_

14. Have you ever been refused a visa to any country (including Malaysia)? Yes  No   
If yes, please briefly indicate the reasons for the refusal:

\_\_\_\_\_

15. Are you aware that WIC will inform the Immigration Department of the Ministry of Home Affairs of your registration, attendance and progression details? Yes  No

## 14. MARKETEEER'S / STUDENT COUNSELLOR'S REPORT: For Official Use Only.

The below report should only be completed by Marketing Officers directly related to the school and not by any sub-agents or representatives.

Marketeer's / Student Counsellor's name: \_\_\_\_\_

1. Please give details of why you think the student is suitable for the course they have applied for:

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2. Comment on the relevance/appropriateness of the student's qualifications for the course and their financial capability to pursue the course without undertaking any part-time work.

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3. Please confirm that you have checked the student's original certificates are attested (signed and dated) and verified? Yes  No

4. Is the student seriously committed to complying with the School's regulations and completing the programme of study by the expected date? Please comment:

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5. Has the student been informed of the fee structure and instalment pattern (specified dates)? Yes  No

6. Has the student been informed that the fee paid will only be refunded in the case of a visa refusal and not for any other reason? Yes  No

7. Has the student been informed that attendance is compulsory and that failure to meet schools requirements can lead to \_\_\_\_\_ termination from the course? Yes  No   
Please comment on the reaction of the student:

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8. Has the student been informed that they cannot change or defer the course without prior written permission from the school and that the course offered in the offer letter is final? Yes  No

9. Has the student been informed that they should have sufficient funds to cover their living expenses and that they should not rely on any part-time jobs during the course of study? Yes  No  Please comment:

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10. Has the student been informed that they are required to buy their necessary core text books and a laptop or personal computer? Yes  No  Please comment on the reaction of the student:

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11. Please confirm that the student's English language ability is suitable for the course? Yes  No

12. Has the student submitted a suitable statement of purpose (not less than 200 words) and has also submitted academic references? Yes  No

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

## 15. ONLY TO BE FILLED BY INTERNATIONAL STUDENTS, CURRENTLY IN MALAYSIA

When did you first arrive into Malaysia? \_\_\_\_\_ Current Malaysia Visa Number \_\_\_\_\_

Visa issue date \_\_\_\_\_ Visa expiry date \_\_\_\_\_ Visa extensions \_\_\_\_\_

*Academic Courses Attended in the Last 12 Months*

Institution attended	Course Attended	Results	From	To	Attendance Rate

## 16. TERMS AND CONDITIONS FOR STUDENTS OF W.I.C

- The student agrees to attend all lectures and maintain a high level of attendance throughout the course, and that failure to do so could lead to disciplinary action including termination of his/her studies and exclusion from the programme of study. The student understands that any leave or absence from study must be approved, in writing, by WIC prior to the leave.
- Disciplinary action will be taken against students for any inappropriate form of behaviour or code of conduct which can lead to exclusion/termination from the course.
- During the term time, students will not be given leave of absence for overseas national holidays or attendance of family functions etc.
- The student is fully aware of the subjects that are offered on his/her course and is fully aware of the facilities and services offered by WIC.
- The student agrees that he/she cannot change, defer or withdraw from the course offered, without prior written permission from WIC.
- The student agrees to pay any balance fees outstanding on the Instalment plan specified in the offer letter. WIC's fee refund policy is set out below:
- Fees will be refunded in full, if the student's application is declined by WIC.
  - In the case of a full fee refund, because of a visa refusal, there will be an administration charge of £250, deducted when the fee refund is paid.
  - If a request of refund of fees is made 3 months prior to the course commencement date, up to 90% of the fee paid will be refunded.
  - If a request of refund of fees is made 2 months prior to the course commencement date, up to 50% of the fee paid will be refunded.
  - If a request of refund of fees is made under 2 of the course commencement date or after the course has commenced, there will normally be no refund of fees, any fees refunded in such a situation is at the sole discretion of WIC, and its decision will be final.
- The student agrees not to defer his/her semester or change his/her course without the prior written authorisation of WIC.
- All courses and modules are subject to changes and can vary from time to time. WIC/University reserves the right to change the contents of the course without any prior notice to the student. In the event of the selected course/options or certificate/diploma/degree programmes being terminated or not conducted, a suitable alternative will be provided for the student with an alternative institution/university if required.
- The student agrees to buy the recommended textbooks for all study modules prior to the commencement of the course.
- The student agrees to buy his/her personal computer or laptop prior to the commencement of the course.
- The student agrees to register for the course on the date mentioned in his/her offer letter. If there is any delay in his/her arrival into Malaysia due to valid reasons (subject to prior approval of WIC), the student may be asked to start the course in the next available date/term. The student will not be registered under any circumstances (personal problems, home sickness, accommodation problem etc.).
- The student agrees for WIC to disclose his/her details to the relevant Immigration Department of the Ministry of Home Affairs of his/her registration, attendance and progression details.
- Signing this application indicates acceptance of the terms and conditions of the Westminster International College (Division of London School of Commerce) by the student.
- In the event of a student being terminated for lack of attendance or progression, the student will be liable for the entire course fee and there will be no refund of fees.
- The School cannot be held liable for any delays in exam boards and results.
- I confirm that to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions.**

Applicant's signature as per passport: \_\_\_\_\_ Date: \_\_\_\_\_

### Kindly return the completed application to:

**Westminster International College, (Division of London School of Commerce Group of Colleges)**  
10th & 15th Floor, Southern Tower, First Subang, Jalan SS15/4G, 47500 Subang Jaya, Selangor D.E, Malaysia  
Tel : +603 5635 1558 Fax : + 603 5635 1557  
E Mail: enquiry@westminster.edu.my

Note: In view of postal delays overseas students are advised to  
FAX (+ 603 5635 1557) or courier the application as soon as possible