



# CITY LANGUAGE CENTRE

## APPLICATION FORM | BORANG PERMOHONAN

Level 1, Block B, Menara City U, No. 8, Jalan 51A/223, 46100 Petaling Jaya, Selangor.

Tel: +603-7949 1616 | Fax: +603-7949 1617 | E-mail: language@city.edu.my

www.city.edu.my | cityumalaysia    

### SECTION A : PERSONAL PARTICULARS | MAKLUMAT PERIBADI

Name (As in ID/Passport)   
 Nama (Seperti Dalam ID/Passport)

ID/Passport No  -  -   
 No. ID/Passport

Age   Years  
 Umur Tahun

Gender  Male  Female  
 Jantina Lelaki Perempuan

Religion   
 Agama

Date of Birth  -  -   
 Tarikh Lahir

Race   
 Bangsa

E-Mail Address   
 Alamat E-Mel

Nationality   
 Kewarganegaraan

Home Phone No.   
 No. Tel. Rumah

Mobile Phone No.   
 No. Tel. Bimbit

Home Address   
 Alamat Rumah

Town   
 Bandar

Postcode   
 Poskod

Parent/Guardian Name   
 Nama Ibu/Bapa/Penjaga

E-mail Address   
 Alamat E-Mel

Relationship  Parent  Brother/Sister  Others   
 Hubungan Ibu/Bapa Abang/Kakak Lain-Lain

Occupation   
 Pekerjaan

Home Tel. No.   
 No. Tel. Rumah

Mobile Phone No.   
 No. Tel. Bimbit

### SECTION B : EMERGENCY CONTACT | TALIAN KECEMASAN

Name (As in ID/Passport)   
 Nama (Seperti Dalam ID/Passport)

Relationship  Parent  Brother/Sister  Others   
 Hubungan Ibu/Bapa Abang/Kakak Lain-Lain

Mobile Phone No.   
 No. Tel. Bimbit

### SECTION C : ACADEMIC/ PROFESSIONAL QUALIFICATIONS | KELAYAKAN AKADEMIK/ PROFESIONAL

Highest Examination Passed  SPM  O-Levels  STPM  A-Levels  UEC  Diploma

## SECTION D : PROGRAMME APPLICATION | PERMOHONAN PROGRAM

- Malaysian University English Test (MUET)
- International English Language Testing System (IELTS)
- Mandarin

### Intensive English Programme

- Elementary
- Pre-Intermediate
- Intermediate
- Advanced

Intake  
Pengambilan

Programme Duration  
Durasi Program

- 3 Months  6 Months  9 Months  12 Months

## SECTION E : SUPPORTING DOCUMENT | DOKUMEN SOKONGAN

Please attach the following upon submission.

Sila lampirkan seperti berikut apabila anda menyerahkan permohonan anda.

1.  **Payment for Visa (EMGS) & Application Fee | Pembayaran Visa (EMGS) & Borang Permohonan**  
(Please make Application Fee payment at any Maybank branch and forward a copy of the bank-in slip as verification).  
(Sila buat pembayaran Yuran Permohonan di mana-mana cawangan Maybank dan serahkan satu salinan slip bank-in sebagai pengesahan).

Payment Option 1: Flywire payment <http://city-edu-new.flywire.com/>

Payment Option 2: Maybank transfer

Account Name : U.C.I. EDUCATION SDN BHD

Name of Bank : **Malayan Banking Berhad**

Account Number : 5123 3433 4755

Bank Address : 18A, Jalan 14/14, 46100 Petaling Jaya, Selangor

SWIFT Code: MBBEMYKL

2.  **Complete Application Form**  
Borang Permohonan yang Lengkap
3.  **Passport Photo with White Background**  
Gambar Passport bersama latar belakang putih
4.  **Student and Parents ID/Passport (certified true copy)**  
Salinan ID/Passport Pelajar dan Ibu Bapa (yang disahkan benar)
5.  **School Transcripts / Certificates (certified true copy)**  
Salinan Transkrip atau sijil (yang disahkan benar)
6.  **Updated Resume (Personal Particulars, Academic Qualifications and Working Experience)**  
Resume Terkini (Butir-butir Peribadi, Kelayakan Akademik dan Pengalaman Bekerja)

## SECTION F : REGISTRATION | PENDAFTARAN

Please submit your application to:

Sila hantar borang permohonan anda ke:

1. Menara City U, No.8, Jalan 51A/223, 46100 Petaling Jaya, Selangor.

2. **E-Mail.** Scan in PDF format and send it to [language@city.edu.my](mailto:language@city.edu.my)

E-Mel. 'Scan' di dalam format PDF dan hantarkan ke [language@city.edu.my](mailto:language@city.edu.my)

## SECTION G : ACCOMODATION | PENGINAPAN

If you need accommodation  
Jika anda memerlukan penginapan

- Yes / Ya  No / Tidak

## SECTION H : OTHER INFORMATION | MAKLUMAT LAIN

Where did you get the information about us?

Dari mana anda mendapat maklumat mengenai kami?

**TV / Radio**  
TV / Radio

**Newspaper**  
Surat Khabar

**Internet**  
Internet

**Family / Friends**  
Keluarga / Rakan-Rakan

**Exhibition**  
Pameran

**Offer Letter**  
Surat Tawaran

**Others**  
Lain-Lain

**Important**

Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section I before proceeding to the next section of this application form.

1. A student is considered fully enrolled upon subject enrolment and payment of fees due in the semester (including deposits).
2. Fees payable are shown in the programme fee structure. Please note that City University reserves the right to review and revise fees periodically. Therefore, the fees indicated in the programme fee structure may not be applicable in the subsequent semesters (except the total tuition fee payable).
3. Fees due for a semester study must be paid in prior to the commencement of the first day of the class. Failure to pay fees on time may result in the student being restricted access to classes, examinations and campus facilities.
4. All fees are made payable to City University only. NO agent has been authorised to collect fees on City University's behalf. Thus, City University will NOT be responsible to anyone for any transaction made to any other party other than City University.
5. Enrolment and General fees are NOT refundable and NOT transferable (this includes approved and rejected applications). The registration fee, application fee and student annual fee are not refundable under any circumstances.
6. Notice of withdrawal from the programme / deferment must be given within 14 days from the commencement of the semester for a refund of a course fee to be considered. Administrative charges apply for deferment / withdrawal process, which will be deducted from the amount to be refunded.
7. Refund of Tuition Fee (if any) to the Student is subject to deduction in compensation of any damage and / or loss suffered by City University due to any negligence of the Student, free of interest. In order to claim the refund,
  - a. The Student is required to submit the relevant form for approval by City University within 15 days of completion of or termination from the Programme or approval to withdraw from the Programme. Failure to do so will result in the deposits and advances being forfeited.
  - b. For graduated students, the relevant form must be submitted within a maximum of 60 days from the Convocation date.
  - c. All applications should be duly submitted in the prescribed form and not in any other manner whatsoever.
8. A transfer fee of minimum RM300 is charged for every inter-programme transfer.
9. Fees paid are not transferrable except under special circumstances as listed below and provided that a written request (accompanied by official supporting documents) has been submitted with the approval from Registry.
  - Transfer due to call for National Service.
  - Transfer due to medical reasons.
10. The refundable/transferrable amount of fees or deposits is determined by Clause no 5 and 8 under Section I, and unless any other deductions made against any outstanding or payments due and owing to City University.
11. All payment made by the Student or Sponsor shall be forfeited without further notice in the event that,
  - a. A student remains inactive for two (2) consecutive semesters without notifying the Admission Office in any official form.
  - b. A student is expelled/suspended from the programme due to disciplinary misconduct.
  - c. A student drops all the subjects before the ADD/DROP deadline and subsequently follow up with a withdrawal from City University, City University will charge back the full fees based on the initial approved course selection.
12. City University has the rights to impose the following without further notice in the event of non-payment or late payment of any fees or any part thereof without prior written approval from the Registry,
  - a. To charge administrative charges on each month of default from the date of payment is due until the date of settlement of the fees and / or charge a reactivation fees;
  - b. To bar the Students from classes, examinations and access to campus facilities and / or withholding submission of answer scripts / assignment for making or withholding examination results, transcripts or certificates and / or suspend provision of any services and / or take such action as it deems appropriate;
  - c. To suspend or terminate the student from the programme.
  - d. To take such other recovery measures including commencing legal proceedings or referring to external debt collectors or notifying credit reporting agencies such as CTOS.
13. A student with a conditional offer whose actual results do not meet the entry requirements of the programme is eligible for a prorated refund of the tuition fees paid.
14. A copy of the City University Student Handbook is available on the student portal. Students are expected to read and abide by all rules and regulations of City University including policies on the use of campus facilities.
15. City University reserves the right to review and amend the rules and regulations (including policies & procedures) as and when necessary without prior notice.

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*End of this section*

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## SECTION J: ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

### Applicant

- I have read and fully understand all the terms and conditions governing admission before submitting this application.
- I hereby declare that all information provided by me in this form, including those information given in all other documents submitted with this form, is complete, true and accurate. I also acknowledge that City University reserves the right to vary, amend or reverse any decision regarding admission and enrolment made on the basis of non-attainment of minimum entry requirements, incomplete or inaccurate information, including pre-requisite results to enrol into a programme.
- I understand that the Offer Letter issued to me will become void if I fail to submit all the relevant documents and pay the required course fees by the due date. I agree to inform the Registrar in writing of any change in the information given herein, and I understand that City University will not be liable as a result of my failure to do so.
- I understand and agree that City University shall forfeit all payment paid by me or Sponsor if I remain inactive for 6 months without notifying the Registrar in writing. I understand and agree that City University shall cancel my student Visa and notify the relevant government agencies / embassy / bodies if I remain inactive for 6 months without notifying the Registrar in writing (This is applicable to foreign students only).
- I understand and agree that any fees, deposits and / or monies due to me that remain unclaimed for a period of one year or more from the date of my becoming inactive in my program of study, will be transferred to any nominated education or charitable fund without further reference to me.
- I understand and agree to use the technology resources and facilities at City University for educational, academic, research and study purposes only and City University shall not be held liable for any violation of rules and regulations relating to those resources perpetuated by me.
- I have read the Personal Data Protection Notice.
- I consent to City University processing my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) to assess my application, create an enrolment record on the student database, undertake statistical analysis and meet statutory reporting requirements. It will be accessed strictly for these purposes only and disclosed to the government agencies when required.
- I also hereby warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of my application (such as information relating to my parents) and I have extended a copy of the Notice to the third parties.
- I consent to educational institution at which I have previously been a student and/or my current or any past employer, providing City University with information, which they hold about me for the purpose of City University verifying my grades and/or qualifications and/or experience.
- If tuition fees are paid by an organisation ("Sponsor"), authorise City University to release fee and academic progress information to my Sponsor. I also consent to City University releasing fee and academic progress information to my parent or guardian.
- I authorise and grant City University the right to use my personal information such as name, credentials, academic record, image and spoken and written records of my activities at City University, in posters, brochures, advertisements, websites, films, electronic recordings and the like for marketing and promotion of City University's corporate image and programs of study, and / or any purposes incidental to it. I understand and agree that City University and its authorised representatives shall have unlimited use of, and exclusive rights, titles and interests including copyrights over the materials mentioned in this Section, during and after my graduation from City University. I understand and agree that if I revoke my consent to any of the items specified in clauses 12 and 13 herein, I must do so in writing forms to the Registrar and that all actions taken by City University prior to the revocation in exercise of their rights in respect of me will not be affected. I understand and agree that City University shall release my examination results and my academic record to my parents as and
- [ ] (please tick to indicate consent) I would like to receive marketing materials from City Education Group including future events, promotions, updates and any other marketing activities.  
[ ] (please tick to indicate consent) I would like to receive marketing materials from City Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Student / Tandatangan Pelajar

Name :

Passport No. :

Date :  -  -

### Parent / Guardian (if Applicant is below 21 years old)

- I hereby apply for his/her place of study at City University and undertake to pay the full fees for this programme until complete.
- I hereby agree to pay all fees due on the dates stipulated by City University.
- I understand and agree that City University has the right to bar my child/ward, including termination of enrolment, due to default in payment of fees.
- I have also read and fully understand all the terms and conditions governing admission for this application.
- I have read the Personal Data Protection Notice and consent to City University processing my personal data and the Applicant's personal data in accordance to the Personal Data Protection Act 2010.
- I also hereby warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of this application (such as information relating to emergency contacts) and I have extended a copy of the Notice to the third parties.
- I consent to any educational institution at which the Applicant has previously been a student and/or the Applicant's current or any past employer, providing City University with information, which they hold about the Applicant for the purpose of City University verifying the Applicant's grades and/or qualifications and/or experience.
- If tuition fees are paid by an organisation ("Sponsor"), I authorise City University to release the Applicant's fee and academic progress information to the Sponsor.
- [ ] (please tick to indicate consent) I would like to receive marketing materials from City Education Group including future events, promotions, updates and any other marketing activities.
- [ ] (please tick to indicate consent) I would like to receive marketing materials from City Education Group's affiliates and its selected business partners including future events, promotions, updates and any other marketing activities.

Signature of Parent or Guardian / Tandatangan Ibu Bapa atau Penjaga

Name :

Passport No. :

Date :  -  -

## SECTION K: BANK ACCOUNT OPENING

Students enrolled with the University are encouraged to open a personal saving account for education purposes with Affin Bank/Affin Islamic Bank. We are committed to protect your privacy in accordance with the Personal Data Act 2010 of Malaysia (PDPA).

By signing, I am declaring that I expressly agree to disclosure my personal data for account opening purposes.

Name :

Passport No. :

Date :  -  -

Signature of Student

## SECTION L: FOR OFFICE USE

### MARKETING

#### Introducer Information

Name of Introducer : \_\_\_\_\_ Date : \_\_\_\_\_

Verified by : \_\_\_\_\_ Date : \_\_\_\_\_

#### Counselor Information

Counselor by : \_\_\_\_\_ Date : \_\_\_\_\_

Enrolled by : \_\_\_\_\_ Date : \_\_\_\_\_

Dated Entered :  Yes  No Date : \_\_\_\_\_

### STUDENT ADMISSION

Application Complete  Yes  Returned to Counselor

Remarks : \_\_\_\_\_