



南方技职学院
SOUTHERN INSTITUTE OF
TECHNICAL EDUCATION

Jalan Selatan Utama, Off Jalan Skudai,
81300 Skudai, Johor
Tel: 07-5586605 (Ext: 173/175)
Email: site@sc.edu.my
Service Tax Registration No.:
J31-1902-320001154

COURSE APPLICATION FORM
课程报名表格

Photo
照片

学生编号 Student-ID: _____

申请课程 Course Application: _____

A. 个人资料 Personal Particulars

姓名 Name (英/Eng): _____ (中/Chinese): _____

国籍 Nationality: _____ 性别 Gender: _____ 宗教 Religion: _____

身份证 / 护照号码 NRIC / Passport No.: _____ 出生日期 Date of Birth: _____

通讯地址 Mailing Address: _____

联络方式 Contact Number

手机 (H/P): _____ 住家电话 (H TEL): _____

电邮 (Email): _____ 其他 (Others): _____

B. 家长资料 Parents Particulars

姓名 Name (英/Eng): _____ (中/Chinese): _____

国籍 Nationality: _____ 性别 Gender: _____ 与学生关系 Relationship: _____

身份证 / 护照号码 NRIC / Passport No.: _____ 出生日期 Date of Birth: _____

通讯地址 Mailing Address: _____

联络方式 Contact Number

手机 (H/P): _____ 住家电话 (H TEL): _____

电邮 (Email): _____ 其他 (Others): _____

C. 紧急联络人 Emergency Contact

姓名 Name (英/Eng) : _____ (中/Chinese) : _____

国籍 Nationality: _____ 性别 Gender: _____ 与学生关系 Relationship: _____

身份证 / 护照号码 NRIC / Passport No.: _____ 出生日期 Date of Birth: _____

通讯地址 Mailing Address: _____

联络方式 Contact Number

手机 (H/P) : _____ 住家电话 (H TEL) : _____

电邮 (Email) : _____ 其他 (Others) : _____

D. 学历 Academic Record

	年份 Year	学校 / 学院名称 Schools / Institutions	州 / 县 (城镇) State / District / Town
小学 Primary			
中学 Secondary			
其他 Others			

E. 工作经验 Working Experience

职位 Position	公司名称 Company Name	州 / 县 (城镇) State / District / Town	年份 Year

F. 健康状况 Status of Health

请在适当的空格打 (√) Please tick (√) in the relevant box

病症 Type of Disease	是 Yes	否 No	如“有”请注明 If “Yes” please state
先天性或遗传性失调 Congenital or Inherited Disorder			
敏感 Allergy			
精神上的疾病 Mental Illness			
癫痫、中风、神经系统疾 Fits, Stroke or other neurological			
心脏或血管疾病 Heart or Vascular Disease			
哮喘 Asthma			
肺结核 Tuberculosis			
药物成瘾 Drug Addiction			
艾滋病 AIDS or HIV			
其他 Others			

G. 宣誓书 Declaration

I hereby affirm that all information in this application is complete and accurate. It is my understanding that I will not be considered for admission to SC Education Management Sdn. Bhd. until I have submitted all of the required documents and declare that I enroll and register only with SC Education Management Sdn. Bhd. I pledge that during the period of my study, I will follow the rules and regulations as required by SC Education Management Sdn. Bhd.

 签名 Signature

 日期 Date
H. 退款政策 Refund Policy for New Students' Withdrawal

The refund policy for new students' withdrawal is strictly based on the following terms and conditions listed below:

- * 新生于学期开课前完成退学申请，获80%的学、杂费退款。
Application of new student's withdrawal submitted before commencement of semester will be entitled to a refund of 80% tuition and miscellaneous fee.
- * 新生于学期开课2个星期内完成退学申请，获50%的学、杂费退款。
Application of new student's withdrawal submitted on the 2nd week of the academic semester will be entitled to a refund of 50% tuition and miscellaneous fee.
- * 新生于学期开课第3星期或以后方完成退学申请，一概不获任何退款。
Application of new students' withdrawal submitted on the 3rd week and onwards after commencement of semester will NOT be entitled to any refund.
- * 新生已缴交之报名费、学生活动基金、毕业手续费用一概不获退款。
Application Fee, Student Activities Fund and Graduation Processing Fee are non-refundable regardless of the application date of the withdrawal.
- * 所有退款金额不包括6%SST。
All refund amounts are excluded 6% SST.
- * 报读VR虚幻引擎建筑设计专业文凭课程和游戏引擎与开发专业文凭课程的学生在开课2个星期内退学，将不能获得赠品（手提电脑）。
Application of new Professional Diploma in Unreal Engine VR Architecture and Professional Diploma in Game Engine and Development student's withdrawal submitted on the 2nd week of the academic semester will not be entitled to receive a laptop (free gift).

 签名 Signature

 日期 Date
I. 通知书 Acknowledge of Non-MQA's Programme

I, _____ being the parent/guardian of the student, hereby acknowledge that we are aware that the programmes offered by SITE are NOT accredited by Malaysian Qualification Agency (MQA). I also consent that the award of the said programme may not be eligible for further studies for programmes accredited by MQA. I am also aware that the programme is NOT eligible to apply for Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN).

 签名 Signature

 日期 Date

J. 注意事项 Reminder

- * 第一期课程费用必须在开课日期之前缴付，否则将会被禁止上课。
The 1st tuition fee must be paid before the course commencement date, otherwise will be prohibited to take lesson.
- * SITE 保留延期、更改课程日期和上课模式的权利。
SITE reserves the right to postpone or change the course commencement date and the learning method.
- * 出席率低于75%的学生将不能获得证书。
Certificates will not be issued to students with the attendance rate less than 75%.
- * 学生只被允许延迟开课最多两个学期，否则入学资格将被取消。
Students are only allowed to defer maximum TWO semesters, otherwise the admission will be terminated.
- * 学生转系需缴付RM100（未包含6%SST）的行政费。
Students are required to pay admission fee RM100 (not including 6% SST) for transferring course.

K. 检查表 Checklist

<input type="checkbox"/>	报名表格 Completed Student Application Form
<input type="checkbox"/>	IC 副本 Certified Copy of IC
<input type="checkbox"/>	2张护照型照片 2 Passport Size Photographs
<input type="checkbox"/>	成绩单副本 Certified Copies of High School Results/Transcripts/Certificates
<input type="checkbox"/>	相关工作人员的身份证明 (若有需要) Identification of Relevant Practitioners (if necessary)
<input type="checkbox"/>	报名费 Application Fee
<input type="checkbox"/>	学生活动基金 Student Activities Fund
<input type="checkbox"/>	毕业手续费用 Graduation Processing Fee

L. For Office Use

Conditional Offer Full Offer Rejected Enrolled By: _____
 By: Cash Cheque No. _____ Bank In/Bank Transfer/ATM Credit Card

Receipt OR Number: _____