

Please use BLOCK LETTERS to complete the following:

1. Please select (✓) the course you wish to enrol for

Courses

- Interior Design
- Graphic Design
- Interactive Multimedia Design
- Industrial Design
- Certificate in Design
- English Improvement Program

(Please specify)

Intended date of commencement

- January
- April
- July
- October

Applicant's
photograph

For College Use Only

Student Number Assigned :

2. Personal Information

Name as per identity card : _____ Gender : _____
(Please underline surname)

Identity Card No : (New) _____ (Old) _____

Nationality : _____ Race : _____ Religion : _____

Date of Birth : _____ Place of Birth : _____ Marital Status : _____
(dd/mm/yy)

Permanent Home Address (for correspondence purposes) : _____

Postcode : _____ City : _____ State : _____

Tel : _____ Fax : _____ Mobile phone : _____

E-mail : _____

To be completed by international applicants

Passport No : _____ Place of Issue : _____

Date of Issue : _____ Date of Expiry : _____
(dd/mm/yy)

3. Qualifications Achieved

(dd/mm/yy)

Please enclose certified copies of all qualifications achieved.

Qualification	School / College Attended	Awaiting results?
_____	_____	Yes / No
_____	_____	_____
_____	_____	Yes / No
_____	_____	_____

4. Medical Disclosure

Do you have any medical condition that requires the attention of PJ College of Art & Design? If yes, please specify.

5. Person to contact in case of emergency

Name : _____ Relationship with Applicant : _____
 Correspondence Address : _____
 _____ Postcode : _____
 City : _____ State : _____ Country : _____
 Home Tel : _____ Home Fax : _____ Office Tel : _____ Office Fax : _____
 Mobile phone : _____ E-mail : _____

6. Declaration

I hereby declare that all information given in this application form is complete and accurate. I understand that PJ College of Art & Design reserves the right to withdraw or amend any decision made regarding admission and / or enrolment.

Signature of Applicant

Date (dd/mm/yy)

7. Financial Undertaking

Name of Parent / Guardian / Sponsor : _____ Relationship with Applicant : _____
(as per identity document)
 Correspondence Address : _____
 _____ Postcode : _____
 City : _____ State : _____ Country : _____
 Home Tel : _____ Home Fax : _____ Office Tel : _____ Office Fax : _____
 Mobile phone : _____ E-mail : _____

I have read and understood the terms and conditions of the fee schedule of PJ College of Art & Design Sdn.Bhd. at the time of enrolment of the applicant.

WITHDRAWAL

In the event of a withdrawal from the enrolled program at PJ College of Art & Design Sdn.Bhd., a refund of 70% of the tuition fee is allowed if written notice is received by the Admissions Counselor at least 30 days before the semester commences.

A refund of 50% of the tuition fee is allowed if written notice is received by the Admissions Counsellor less than 30 days before the semester commences.

No refund of fees is allowed once the semester has commenced.

Signature of Parent / Guardian / Sponsor

Date (dd/mm/yy)

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Admissions Counselor : _____ Intake applied for : _____

Date offer sent : _____ (dd/mm/yy) Date application received : _____ (dd/mm/yy)

Date offer accepted : _____ (dd/mm/yy) Academic qualification received : _____

Date offer rejected : _____ (dd/mm/yy) English qualification received : _____

Remarks : _____

Check List (✓)

- Application Fee
- Enrolment Fee / Exemption Fee (if any)
- Facility Deposit
- Facility Fee
- Tuition Fee
- International Student Service Fee

Amount (RM)

Receipt No.

Entry Requirements

The basic entry requirements for all students are:

- SPM with a minimum of 3 credits
- O' Levels
- Senior Middle 3 / Unified Examinations (UEC)
- Other equivalent qualifications.

Applicants are also required to demonstrate proficiency in English, a pass in SPM / "O"-Levels English or have studied subjects that require a satisfactory level in English.

Adult or mature applicants are considered only if they can demonstrate a high standard of academic comprehension, personal attitude and talent. The Admission Committee of the College may have to consider his or her academic background, relevant employment, experience or some evidence of maturity, motivation or ability that will ensure the applicant's success in the course.

Apart from the above, students should have the right attitude, sense of fun, perseverance, patience, hard work, sense of urgency, courage and most of all passion.

Advanced Standing

A student applying for advanced standing must have completed a minimum of one year equivalent study from another art & design institution. All applicants are required to attend an interview with their portfolios as evidence of specific aptitude for the chosen area.

There are 4 intakes a year

- JANUARY
- JULY
- APRIL
- OCTOBER

PROCEDURES FOR APPLICATION

- Please apply early as enrolment is on a first come first served basis.
- All application forms should be carefully completed in full and signed.
- Include certified copies of academic results, High School Certificate and other relevant documents. Forecast results will be accepted from students applying for January intake.
- Attach four most recent passport-sized color photographs on the application form.
- Include a non-refundable application fee of RM 50.00 either by money order, bank draft or cheque made payable to **PJ College of Art & Design Sdn. Bhd.** Upon receipt of your application fee, an official receipt will be issued and mailed to you.
- The Admissions Counselor will notify you of your admission status within 2 weeks with a Letter of Offer.
- If you wish to accept the offer, please return the following to us:
 - * Completed Acceptance of Offer form
 - * Fees as stated in the Letter of Offer
 - All payment should be made to PJ College of Art & Design Sdn. Bhd.
- An official receipt and your student registration number will then be issued to you.
- If you need further information or assistance, please do not hesitate to contact our Admissions Counselor:
 - * by telephone at 603-79572000 during the following office hours:

Mondays to Fridays	9.00am - 5.30pm
Saturdays	9.00am - 1.00pm
 - * by fax at 603-79521628
 - * by e-mail to enquiry@pjad.edu.my

STUDENT SERVICES

Career Counseling

Students are welcome to approach our personnel at all times or make appointments during office hours. Counselors are available to help students with academic or personal concerns.

Assistance with Accommodation

PJ College of Art & Design can assist outstation students with their accommodation arrangement. The college maintains close contact with property owners around the vicinity of the college where suitable rooms are available for student accommodation.

On Application

A non-refundable Application Fee of RM 50.00

A non-refundable International Student Service Fee of USD 300.00 (International Students Only)

On Enrolment

A non-refundable Enrolment Fee of RM 300.00

A refundable Facility Deposit of RM 200.00 is payable upon enrolment

Course Fees

Diploma in
Interior Design /
Graphic Design

YEAR SEMESTER	One		Two		Three	
	1	2	3	4	5	6
Facility Fee (RM)	500.00		500.00		500.00	
Tuition Fee (RM)	4,875.00	4,875.00	5,915.00	5,915.00	6,305.00	6,305.00
Total (RM)	5,375.00		6,415.00		6,805.00	
Total Per Year	10,250.00		12,330.00		13,110.00	

YEAR SEMESTER	One		Two		Three	
	1	2	3	4	5	6
Facility Fee (RM)	500.00		500.00		500.00	
Tuition Fee (RM)	4,875.00	4,875.00	6,305.00	6,305.00	7,150.00	7,150.00
Total (RM)	5,375.00		6,805.00		7,650.00	
Total Per Year	10,250.00		13,110.00		14,800.00	

Diploma in
Interactive
Multimedia
Design /
Industrial
Design

FOR INTERNATIONAL STUDENTS

➔ Application must be made in on the prescribed application form obtained from the college or from an authorized agent.

➔ Complete and return the form and supporting documents to the International Students' Unit by mail or fax.

Support documents required:

- School Examination Certificates ('O' levels / 'A' levels / High School Certificates, and / or other equivalent qualifications, etc.)
- School Leaving Certificate (must have completed 11 years of primary & secondary school).
- School testimonials - from the principal and / or teachers with official stamp.
- 6 passport size photographs.
- Photocopy of your current passport. Your passport must be valid for at least 3 years. Please include the front and back cover.
- Payment of USD 300.00 for International Students' Services.
- Payment of RM 50.00 for application.

➔ All the above documents must reach the International Students' Unit at least 3 months before the start of the course. The college intakes are January / April / July and October of each year.

➔ A letter of offer will be mailed / faxed / couriered to the student to facilitate the application for the students' passport.

➔ The college will then submit the immigration forms to the Malaysian Immigration office for approval. The Immigration process will take about 4 weeks.

ACADEMIC SEMESTERS

There are two semesters in a year. The course fee for each semester must be paid in advance before the semester commences. All fees payments should be made to PJ College of Art & Design Sdn. Bhd. Fees paid are not refundable or transferable.

Students who have earned credits at another institution and who wish to apply for special exemption or advanced standing in the course must submit their application form with a non-refundable exemption processing fee of RM 200.00.

Complete and return with non-refundable application fee of RM50 to:

Admissions Counselor

PJ College of Art & Design

A 21, Jalan Barat, 46200 Petaling Jaya
Selangor Darul Ehsan, Malaysia

T (603) 7957 2000

F (603) 79521628

W www.pjcad.edu.my