



Insert Photo

DIMILIKI OLEH TOMTEK MALAYSIA SDN. BHD.

# APPLICATION FORM

Malaysian  International

## SECTION A: PERSONAL DETAILS

Have you previously applied or studied at Asean Hospitality Academy?  Yes  No  
If yes, your AHA's student ID no. is \_\_\_\_\_

Title:  Mr  Mrs  Ms  Miss

Gender:  Male  Female

Date of birth: DD / MM / YYYY

Full name:  
(as in NRIC/passport)

Family name/surname:

NRIC / Passport no.:

Marital status:  Single  Married  Others \_\_\_\_\_

Nationality:

### FOR MALAYSIAN ONLY

Race:  Malay  Chinese  Indian  Others \_\_\_\_\_

Religion:  Muslim  Buddhist  Hindu  Christian  Others \_\_\_\_\_

Home No.:

Mobile:

Email:

Correspondence Address:  
(address for AHA to post/mail  
all correspondence)

Town/City:

Postcode:

State:

Country:

Permanent Home Address:  
(if different from above)

Town/City:

Postcode:

State:

Country:

### INTERNATIONAL STUDENT PASS DETAILS (FOR INTERNATIONAL STUDENT ONLY)

Do you hold a valid Malaysian visa/pass?  Yes  No

If yes, indicate type of visa/pass:

Visa/Pass expiry date: DD / MM / YYYY

(e.g. social visit / student / dependent / diplomatic / MM2H / employment pass)

Nearest embassy for SEV:

Passport expiry date: DD / MM / YYYY

## SECTION B: COURSE PREFERENCES

Intake Month:

Intake Year:

Please state the programme(s) you would like to study:  
(Refer to the prospectus or AHA's website for the list of programmes offered)

**Course Title:**

**Course Duration:**

## SECTION C: ACADEMIC QUALIFICATIONS

### A certified true copy or original transcript of all official results

Please provide certified English translated copies if the qualifications are in languages other than English.

**Highest Qualification Achieved:**

**Name of Qualification:**

**Name and State/Country of School:**

**Date Commenced & Completed:**

**Results Release Date** (if currently awaiting results):

**Other Qualification** (if applicable):

**Name of Qualification:**

**Name and State/Country of School:**

**Date Commenced & Completed:**

**Results Release Date** (if currently awaiting results):

## SECTION D: ENGLISH LANGUAGE PROFICIENCY

All applicants must meet the basic eligibility requirements – demonstrate an understanding of the basic English language, including an ability to read, write and speak using simple words and phrases, as our training course are conducted in English and attach **your certified true copy of English proficiency results** to this application. Please note that applicants who have not satisfied a minimum requirement in English will be required to take an English Test.

**Have you attached a supporting document(s) to show your English language proficiency?**  Yes  No

## SECTION E: SCHOLARSHIP / SPONSORSHIP

**How will your course be financed?**  Self  Organisation / Government

If sponsored, name of the external organization \_\_\_\_\_  
(Please provide a copy of the scholarship / sponsorship offer letter with this application)

## SECTION F: ACCOMODATION

**During the course term, would you require an accommodation?**  Required  Not Required

(If you require accommodation, please complete the Student Accommodation Application Form and submit it together with this Application)

## SECTION G: DECLARATION AND SIGNATURE

### Applicant

I declare that all information given on this application is true and complete,

I authorise AHA's to verify my academic records from previous institutions or my work experience from past employers.

I authorise AHA's to disclose my personal information (including academic records and/or work experience) to companies for on-jobs training.

If tuition fees are paid by an organisation or my parents ("Sponsor"), I authorise AHA's to release my fees and

### Parent / Guardian

I hereby apply for his/her admission at AHA's and undertake to pay the full fees of this course until complete.

I hereby agree to pay all the fees due on the dates stipulated by AHA's. failing which AHA's reserves the right to bar my child/ward from attending classes/trainings including termination of study.

If tuition fees are paid by an organization ("Sponsor"), I authorise AHA's to release the applicant's fees and academic progress information to the sponsor upon request.

academic progress information to my parents and the sponsor upon request.

I agree to abide by the statuses, regulation and policies of AHA's at all times. I have read and understood the above conditions and agree to fully accept them.

**Name:**  
(as per NRIC/passport)

**Name:**  
(as per NRIC/passport)

**NRIC/Passport No.:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:**

**City:**

**Postcode:**

**State:**

**Country:**

**Mobile:**

**Home No.:**

**Email:**

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

## PAYMENT TERMS

**For Malaysian,**

**1. Direct bank-in: Payable to "TOMTEK MALAYSIA SDN BHD"**

**A. OCBC Bank (Malaysia) Berhad (Account No.: xxx-xxxxxx-x)**

**B. Public Bank Berhad (Account No.: xxxx-xxx-xxxx-x)**

**2. Over the Counter:**

**Mode of Payment: Cash or Crossed Cheque/Bankdraft – Payable to "TOMTEK MALAYSIA SDN BHD"**

**IMPORTANT NOTES:**

On the transaction slip, please ensure to write:

Student's name     NRIC/Passport number     ID number     Contact number     Course Title

**For International Applicants,**

**3. Telegraphic Transfer:**

**Payable to "TOMTEK MALAYSIA SDN BHD"  
PUBLIC BANK BERHAD  
ACCOUNT NO: (XXX-XXXXX-X)  
BANK ADDRESS:  
SWIFT CODE:**

**Email : [applications@tomtekint.com](mailto:applications@tomtekint.com)**

**Website : [www.tomtekint.com](http://www.tomtekint.com)**

### Checklist for Applicants

**The completed Application Form is to be submitted together with the following:**

- ✓ 4 copies of recent passport-size coloured photographs
- ✓ A copy each of the parents' passport-size coloured photograph
- ✓ A copy of Birth Certificate & Identity Card/Passport & Student Visa (For International Students)

- ✔ Official copy of the School Report / Transcript in English for International Students should your report is in other language besides English
- ✔ Payment of the non-refundable Registration and Application Fee

**Cancellation and Transfer conditions**

Applicant should provide a written letter stating the reasons for your withdrawal, cancellation or transfer of course. If you failed to submit your letter, your request will not be processed.

FOURTEEN (14) or more working days before course start

- Cancellation – Refund 50% of course fee less admin fee of MYR 100
- Transfer to another course – admin fee of MYR 100 is payable

**Terms and Conditions:**

*\*Applicant should fill correct name on the admission form; the mentioned name will be used upon receiving the Certificate.*

*\*Applicant should provide correct information and with attached certified true copy supporting documents.*

*\*Fee is non-refundable and is not transferable.*

*\*Applicants are required to pay the admission fee to confirm a place for him/her in the Academy. Where places are not available, applicants are placed on a waiting list for admissions in chronological order according to the date on which the Academy receives the completed Application Form with the required documents in full set with Admission fee.*

*\*Further discount is not applicable after registration is made.*

*\*The attendance criteria should be fulfilled strictly as per the course requirement.*

*\*Certification can be issued after the successful assessment of the Trainee and upon completion of the course.*

*\*Fees once decided/assigned cannot be changed in any circumstances.*

*\*The requisition details for the certification should be given 30 days prior.*

*\*All updates and notice communication will be done via the contacts and information provided by applicants. If any changes are made, kindly contact us for further amendments.*

*\*During the course the expense for on-job training with companies will be bearable by students themselves.*

**FOR OFFICE USE ONLY**

Application approved by:

**Authorized Staff**

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

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

Date in: \_\_\_\_\_ Date out: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<input type="checkbox"/> Firm Offer <input type="checkbox"/> Conditional Offer - Forecast Result <input type="checkbox"/> Conditional Offer - Comment <input type="checkbox"/> Reject
--

English requirement:     Yes     No                      Comments: \_\_\_\_\_