



## ACADEMIC RECORDS

Please tick your academic qualification(s) that you possess and enclose all relevant documents supporting your results:

✓	Qualifications	Year	Result	
			English	Mathematics
	PMR			
	SPM			
	STPM			
	OTHERS			

## COURSE APPLYING FOR

Intake: Month  Year

Have you made any previous application to CETA? Yes  No

## COURSES OFFERED

- PFT182 – Pipefitting for Oil & Gas  
 RGS163 – Rigging & Slings For Oil & Gas

## SUPPORTING DOCUMENTS

- Four (5) copies of colored passport-size photograph  
 One (1) copy of student and parent or guardian identity card/MyKad  
 One (1) certified true copy of school leaving certificate  
 One (1) certified true copy of academic certificate/transcript of the following qualifications:  
PMR/SPM/STPM/Diploma/Degree Others: \_\_\_\_\_  
 Medical report (*for international student*)  
 One (1) certified true copy of evidence of English Proficiency certificate (*for international student*)

## DECLARATION

I declare that the information provided in the connection with this application is true and correct. I undertake to inform CAHAYA EDUCATIONAL & TRAINING ACADEMY (CETA) immediately of any changes of information provided by me in this application.

I hereby authorize CAHAYA EDUCATIONAL & TRAINING ACADEMY (CETA) to release my result, contact details and all others information related to my academic performance to my parents / guardians / sponsors, government educational bodies, Yayasan Sarawak, and / or partner of education institutions.

I understand that CAHAYA EDUCATIONAL & TRAINING ACADEMY (CETA) reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to be bound by the Terms and Conditions of the offer to study at CAHAYA EDUCATIONAL & TRAINING ACADEMY.

Signature of applicant : \_\_\_\_\_

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

## **TERMS AND CONDITIONS**

**CAHAYA EDUCATIONAL & TRAINING ACADEMY (CETA)** offer (to the student) is subjected to the following terms and conditions which shall be deemed to have been accepted by the student (if above the age of 18 – as the date of Letter of Offer) or parent/guardian/sponsor (for and on behalf of student below the age of 18 [“the sponsor”] upon payment of any of the Tuition Fees or commencement of the Programmed by the student, whichever is earlier.

### **A. FEES**

1. The registration fee is non-refundable and non-transferable.
2. All fees payable with respect to the Program undertaken must be paid by the due date set out by the Academy of the Letter of Offer. Unless prior written approval to delay the payment of the fees is obtained from the Finance Manager/Principal, a penalty of RM1.00 per day will be imposed for each day of late payment.
3. All Tuition Fees paid are non-refundable and non-transferable, except where written notice is received by the Finance Manager/Principal stipulating that the student does not intend to commence or wishes to defer the Program at CETA where upon the amount of Tuition Fees and (excluding the Registration Fee) paid shall be refundable subjected to the following conditions:
  - i. If a written notice of withdrawal is received before the intake commencement date, One Hundred Percent (100%) of the Tuition Fees, so paid shall be refundable, free of any interest less an administrative charge of RM 250.00 for Malaysian students and RM350.00 for Foreign students.
  - ii. If the intake has commenced, no refund will be given for the running semester but a full refund will be given for any subsequent semester;
  - iii. The refundable figure should not include the non-refundable fees such as registration, administration and commitment fees;
  - iv. The Academy reserves the rights to terminate the student’s study VISA of Foreign students within 30 days upon receiving the written notice of transfer to another external college from students.
  - v. If there are any exceptional cases, they shall be reviewed on a case to case basis. Any variations from the above policies shall be recommended by the Principals and approved by the Director of CETA.
4. In the event of non-payment or late payment of the fees or any part of thereof without prior written approval from the Finance Manager/Principal, CETA has the rights without further notice to bar the students from using its facilities and/or withholding examination results and take such actions as it deems necessary as may be determined by CETA from time to time.
5. If the fee paid exceeds the amount payable, the additional amount paid will be credited (without any interest accruing) towards the payment of the next installment of fee payable. A refund of the additional amount of fee paid will not be made unless the student discontinues the Program, whereby the additional amount of fee paid will be refunded, free of interest, within thirty (30) business days of the Refund Form being duly completed by the student and endorsed by CETA.
6. In the event of student changing Program, the amount of Tuition Fees and Exam Fees (excluding the Application Fee) paid shall be transferable to the next program subjected to the following terms:
  - i. If a written notice of change program is received within the second (2<sup>nd</sup>) week of the commencement of the academic session of the Program, fifty percent (50%) of the Tuition Fees so paid shall be credited towards the payment of the fee payable for the next Program.
  - ii. If a written notice is received after the second (2<sup>nd</sup>) week of the commencement of the academic session of the Program, the Tuition Fees of the current semester so paid shall be forfeited. The balance of the Tuition Fees, Exam Fees, so paid shall be credited towards the payment of the fee payable for the next Program.

### **B. ADMISSION TO CAHAYA EDUCATIONAL & TRAINING ACADEMY (CETA)**

The student may be accepted to CETA via forecast/trial results. However, in the event the actual results of the student falls below its forecast/trial results and the student having been accepted, the student shall be required to comply with such conditions stipulated by CETA from time to time, failing which, the student shall be required to leave CETA upon request. In the event that the student is required to leave, a prorated amount of the Tuition Fees and Exam Fees, paid for the period of the Program or the subjects/modules that has not been undertaken shall be refunded, free of interest, less an administrative charge of RM250.00 for Malaysian students and RM350.00 for Foreign students.

Where applicable, if the student fails to attain a minimum pass grade at the examination of CETA, the student shall be required to comply with such conditions stipulated by CETA from time to time, failing which, the student shall be required to leave CETA upon request.

If the student is accepted with conditions, the conditions must be met by the stipulated date, failing which the student may be required to leave CETA upon request.

**C. VARIATION OF FEES**

CETA reserves the right to vary all fees including the Exam Fees and Re-take Fees, from time to time, without notice.

**D. EXAMINATION FEES AND ADDITIONAL FEES**

The Examination Fees and any additional fees payable shall be paid within the time period stipulated by CETA. In the event of non-payment or late payment of the above or any part thereof, CETA has the right without further notice to bar the student from taking the Examination(s) and take such action as it deems necessary and/or impose a penalty at such rate as may be determined by CETA from time to time. All Examination Fees and any additional fees paid are non-transferable and non-refundable.

**E. ADMISSION OR TRANSFER TO OTHER PROGRAM**

The completion of each year/level of the Program does not necessarily give the student automatic entrance to or continuation of another program in CETA or a university or such similar institution. The student shall be required to comply with the enrolment and registration or transfer requirements and procedures stipulated by CETA or the receiving university or institution in connection thereof.

The student's admission to or continuation of another program will be conditional on various factors including the student's performance and the minimum requirement as stipulated, from time to time, by CETA or the university or such similar institution awarding the degree.

**F. RULES AND REGULATIONS AND TERMS AND CONDITIONS**

The student must comply with and abide by CETA Rules and Regulations and the Terms and Conditions contained herein. In the event of non-compliance by the student of any of CETA Rules and Regulations or Terms and Conditions contained herein, CETA shall reserve its rights to take such action deemed necessary against the student including to bar the student from using its facilities and/or attending classes and/or withholding examination results.

**G. INFORMATION**

All information furnished by the Sponsor, and/or the student to CETA especially, with respect to; *(i) the student's qualifications and (ii) applications for admission to universities* must be true and correct in all aspect. In the event of any inaccurate or incorrect information furnished to CETA, the academy shall be entitled to take all such action deemed necessary by it.

In the event of any change in the address and/or telephone number provided in the Application Form, the student must forthwith inform CETA via the Change of Particulars Form.

**H. RELEVANT AUTHORITIES**

Permission for Foreign students to study in Malaysia and permission for students to study overseas must be obtained from the relevant authorities and that the obtaining of such permission shall be the responsibility of the Sponsor and/or the student. Such permission should be obtained prior to commencing the Program or going overseas, as the case may be.

**I. PROGRAMS**

In the event that CETA is of the opinion that is not viable for whatever reasons, including minimum class size, to commence any proposed programs, CETA reserves the right not to commence such programs and in such an event all fees paid shall be refunded, free of interest.

**J. NOTICE**

All letters, receipts, invoices, notices and other correspondence to the Sponsor and/or student shall be deemed sufficiently served if delivered by; (a) hand to the student and/or Sponsor or (b) ordinary post to the Sponsor and/or student at the last known correspondence address and shall be deemed to have been received by the Sponsor and/or student; (a) upon delivery if delivered by hand to the student and/or Sponsor or (b) within five (5) business days of postage if delivered by post.

**K. DRUG USE**

CETA condemns the possession, use or distribution of illegal drugs by anyone in any Academy facility. Any individual caught of possessing, using or distributing such drugs is subject to arrest, imprisonment or fine according to applicable laws, as well as Academy disciplinary action.

**L. AUTHORIZATION**

The Sponsor is deemed to have given permission to the Student to liaise with CETA in respect if all matters unless the Sponsor notifies the Chief Executive in writing. Prior written notice must be given to the Registrar in the event that the student or Sponsor wishes to authorize someone else to sign any documents or acknowledgement to deal with CETA on behalf of the student or Sponsor.

I, \_\_\_\_\_ [student's full name (as per MYKAD/Passport)]  
MYKAD/Passport No \_\_\_\_\_ have read, understood and will follow **STRICTLY**  
the above terms and conditions.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parents / Guardians  
(If applicant is under 18 years old)

\_\_\_\_\_  
Date