



PUSAT KEMAHIRAN IMPIAN

www.futuredreamacademy.edu.my

APPLICATION FOR ADMISSION

Instructions:

1. Please complete ALL sections in this form using **BLOCK LETTERS**.
2. Enclose **certified true copies of all supporting documents with this completed and signed application**. All documents must be certified by recognised authority, e.g. original issuing bodies, Commissioner of Oaths, registered FDA's representative/agent or FDA staff members.
3. This application is the property of FDA's. Supporting documentation will NOT be returned.
4. For international students, the application and complete set of documents must reach FDA's **at least eight (8) weeks** before the commencement of programme to facilitate the student pass application process.

For office use only:

Student ID:

Intakes:

Month:

Year :

Course Name:

Appointed Representative's Stamp/
Counselor Name:

Section A: PERSONAL DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Gender: ☐ Male ☐ Female Date of birth:

Full Name:
(as per NRIC/Passport)

Family name/surname: Nationality: ☐ Malaysian ☐ International:
(State your country of birth)

For Malaysians only Race: ☐ Malay ☐ Chinese ☐ Indian ☐ Others
Race: ☐ Muslim ☐ Buddhist ☐ Hindu ☐ Christian ☐ Others

Home Phone: Mobile:

E-mail:

Correspondence address:
(address for the college to post/mail all correspondence)

Town / City: Postcode:

State: Country:

Permenant home address:
(If different from above and should not be the same as your agent)

Town / City: Postcode:

State: Country:

Emergency Contact: Name: Mobile:
Relationship:

International Student Pass Details (for International students only)

Do you hold a valid Malaysian visa / Pass? ☐ Yes ☐ No

If yes, indicate type of visa / pass:

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

Visa / pass expiry date:

Neareast embassy for SEV:

Passport expiry date:

Current Address in Malaysia:

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

If any of the answer is yes, please furnish details on a separate sheet of paper

Programme:

Institution / College / University:

Passport expiry date:

Parent /Guardian's Name:

Company
Name & Address :

Town / City:

Postcode:

State:

Country:

Occupation:

Office Tel. No:

E-mail:

Mobile No:

A certified true copy or original transcripts of all official results (including the grading scheme) must be attached to this application. Please provide certified English translated copies if the qualifications are in languages others than English.

Name of Qualification	Name and State / Country of School	Date Commenced & Completed	Results Release Date (If currently awaiting results)
e.g. SPM / O-Level Year 12: STPM / A-Levels / Pre-U	e.g. Future Dream Academy, Kuala Lumpur, Malaysia Pusat Kemahiran Impian, Kuala Lumpur, Malaysia	e.g. Jan 2013 - Nov 2017	e.g. 25 Feb 2018

Name of Qualification	Name and State / Country of School	Date Commenced & Completed	Results Release Date (If currently awaiting results)
e.g. Diploma of Information Technology	e.g. MITT College, Canada	e.g. Jan 2013 - Nov 2017	e.g. 25 Feb 2018

If you have any disability / impairment / long-term medical conditions that may affect your studies, please provide details in the space given below in order for us to assist you during your studies:

Do you have a disability, impairment or long-term medical condition which may affect your studies? ☐ Yes ☐ No

If yes, please provide the relevant medical documentation with this application which will enable us to provide reasonable adjustments to support you in your studies. Disclosure of this information is treated confidentially and will not be used to disadvantage you. The Counselling & Psychological Services Centre (CPSC) at Future Dream Academy may contact you to discuss the support, equipment and facilities available that may assist you.

Section F: TERMS AND CONDITIONS FOR ADMISSION

Important

Students and parents are advised to read carefully and understand fully the terms and conditions set out in Section F 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 / level (including deposit).
2. Fees payable are shown in the programme fee structure. Please note that Pusat Kemahiran Impian owned by Future Dream Academy Sdn Bhd reserve the right to review and revise fees annually. The fees indicated in the programme fee structure may not be applicable in the subsequent semester (except the total tuition fee payable).
3. Fees due in the semester / level must be paid in advance in the first semester / level and before the first day of class in the subsequent semester / level. Failure to pay fees on time may result in the student being barred from classes, examinations and access to campus facilities.
4. Enrolment and General fees are NOT refundable.
5. In the event that a student is expelled / suspended or discontinues the programme due to misconduct, all fees paid are not refundable.
6. Application by an International Student is subject to the timely approvals of the Malaysian Ministry of Higher Education and Immigration Department.
7. The details regarding any disability / impairment / long-term medical condition is declared in Section F of this form. In this circumstance, the available facilities are understood and accepted.
8. Once registered student will receive Future Dream Academy Handbook. Student are expected to read and abide by all rules and regulations of Future Dream Academy including policies on the use of campus facilities and Hostels.
9. Pusat Kemahiran Impian / Future Dream Academy reserves the right to review and amend the rules and regulations (including policies) at anytime.

Section G: DECLARATION AND SIGNATURE

Applicant

I declare that all information provided by me in this form, including those information given all other documents provided, is true and accurate. I acknowledge that Future Dream Academy reserves the right to amend or reverse any decision regarding admission that's made on the basis of incorrect, incomplete, fraudulent information or non-attainment of minimum entry requirements, including pre-requisite results to enrol into a programme.

I consent to the processing of my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2010) by Future Dream Academy to access 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 warrant that I have obtained all necessary consent from the third parties where I have provided their personal data as part of my application.

I authorise Future Dream Academy to verify my academic records from previous institutions or my work experience from past employers.

I agree to abide by the statutes, regulation and policies of Future Dream Academy at all times. I have read and understood the above conditions and agree to fully accept them.

Name:
(as per NRIC/passport)

(Signature of applicant)

(Date)

Parent / Guardian

I consent to the processing of my personal data and applicant's personal data, in accordance to the Personal Data Protection Act 2010. I hereby apply for his/her admission at Future Dream Academy and undertake to pay the full fees of this programme until complete.

I hereby agree to pay all the fees due on the dates stipulated by Future Dream Academy, failing which Future Dream Academy reserves the right to bar my child/ward from attending classes including termination of study.

Name:
(as per NRIC/passport)

Occupation:

NRIC / Passport No.:

Relationship:

(If different from permanent home address stated in Page 1)
Address:

City:

Postcode:

State:

Country:

Home Phone:

Mobile:

E-mail:

(Signature of applicant)

(Date)

PAYMENT OPTIONS

1. Direct bank-in: **Payable to "FUTURE DREAM ACADEMY SDN BHD"**

Maybank (Account No: 514477662710)

2. Over the Counter:

Mode of Payment: Cash or Crossed Cheque/Bankdraft - Payable to "FUTURE DREAM ACADEMY SDN BHD"

Important notes:

On the transaction slip, please ensure to write:

- ☐ Student's name ☐ NRIC/Passport number ☐ Programme name
☐ ID number ☐ Contact number

3. Telegraphic Transfer (for international applicants):

Payable to "FUTURE DREAM ACADEMY SDN BHD"
Maybank (Malayan Banking Berhad)
Account No: (514477662710)
Bank Address : Sentul Raya Boulevard Branch,
No 12 & 14, Jalan 14/48a, Sentul Raya Boulevard,
Off Jalan Sentul, 51000 Kuala Lumpur, Malaysia.
Swift Code: MBBEMYKL

FOR OFFICE USE ONLY

Mode of Study ☐ 6 Months ☐ 1 Year
Application Accepted ☐ Full Offer ☐ Conditional Offer

Receipt No. : _____

Amount : _____

Counselor Name : _____

Signature : _____

APPLICATION PROCEDURE

Follow 5 simple steps to complete your application to Pusat Kemahiran Impian owned by Future Dream Academy sdn bhd

STEP 1: TALK TO OUR PROGRAMME COUNSELLORS

- ☐ Furnish your academic results and ensure that you meet all the entry requirements of the programme.
- ☐ Receive a copy of the programme leaflet/brochure and fee structure.
- ☐ Understand the structure, options and duration of the programme.

STEP 2: GET READY TO FILL UP THIS APPLICATION FORM

- ☐ Get ready the following documents/information before you begin with the application form:
 - ☐ Academic Records (e.g. results, transcript and certificates)
 - ☐ English Language Achievements (if any)
 - ☐ Contacts: correspondence, permanent and emergency
 - ☐ NRIC / Passport Copy

STEP 3: FILL UP THIS APPLICATION FORM

- ☐ Use a black or blue ballpoint pen to complete this form.
- ☐ Remember to write clearly in CAPITAL letters in the relevant space given.
- ☐ Complete all sections in this application form using the following checklist:
 - ☐ Applicant's personal details
 - ☐ Parent / Guardian information
 - ☐ Academic qualifications
 - ☐ Medical details
 - ☐ Special conditions
 - ☐ Declaration and Signature

STEP 4: PREPARE THE FOLLOWING DOCUMENTS AND ITEM FOR SUBMISSION (INTERNATIONAL STUDENT)

- ☐ Student Pass Processing fee (non-refundable, non-transferable)*
- ☐ **Supporting Documents - must be submitted by COURIER or E-MAIL**

If sent by COURIER:

- ☐ FOUR (4) passport photo (White background; size 3.5cm x 4.5cm)*
- ☐ ONE (1) copy of passport (full passport including blank pages, on A4 size paper, 2 passport page per side)*
- ☐ ONE (1) copy of official academic results*
- ☐ Original Health Examination Report*

If sent by EMAIL:

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
Passport photo (White background; size 3.5cm x 4.5cm)*	Studio Photo	JPG
Passport copy (full passport including blank pages, on A4 size paper, 2 passport page per side)*	2000KB	PDF
Official academic results*	1000KB	PDF
Health Examination Report*	1000KB	PDF

IMPORTANT NOTES

1. This application cannot be processed without the required items (as indicated with *).
2. Please do not send cash through the post. Future Dream Academy will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
3. If you require on-campus accommodation, please complete the Hostel application Form.

STEP 5: SUBMIT YOUR APPLICATION (INTERNATIONAL STUDENT)

- ☐ Submit the application form and all relevant documents and item to a counsellor at International office; or
- ☐ Post the application form and all relevant documents and items to the following address:

International Office Department,
Future Dream Academy sdn bhd,
No 25-2, Level 2, Jalan 15/48a,
Sentul Raya Boulevard,
51000 Kuala Lumpur, Malaysia