

HOSTEL

Do you need hostel : _____

Is there any special requirement : _____

Do you prefer sharing room with others : _____

*****Upon confirmation, you will need to pay deposit for commitment fee and deposit for hostel.**

FINANCE POLICY

- For international student, student is liable for the full amount of 1st year fee whether he/she completes or not.
- Student (Malaysian) is liable for the full amount of semester course fee whether he/she completer or not.
- Tuition fee will be payable on week one of each semester and in any case must be paid by the 8th of each month.
- The institute reserves the right to withhold all the examinations entries, certificates etc, of each students who have not paid up their fees.
- Withdrawal
 1. Students must inform the registrar in writing if they are withdrawing from a course of study.
 2. Students who withdraw before commencement of the course will be given 80% refund.
 3. Student who withdraw within one week after the date of commencement of the course will be given 50% refund.

DECLARATION BY THE APPLICANT

- I do hereby affirm that the above particulars given by me are true and correct.
- I promise to abide by the Institute rules and regulations, a copy of which has been carefully read by me.
- I am fully aware that I am liable to immediate dismissal for misconduct for my breach of the institute rules and regulations.
- I am not entitled to any refund whether I complete the course or not for any reason whatsoever.
- I am also fully aware that if I meddle with and/or disturb any of the air-conditioners, electric wire, switches, lights, fans and/or any other electrics fittings in the premises of the institute, I do so at my own peril and risk ant the Institute shall not be held responsible if I am injured or killed.
- I accept that the institute have the right to fully utilize my artworks (duplicate copy) either for academic filinf or promotional purposes.

Signature of Applicant
Name:
Date:

DECLARATION BY THE PARENT OR THE GUARDIAN

- I hereby guarantee the good behaviour and conduct of my son/daughter/ward and also guarantee regular and punctual payment of the fees due to the institute.

Signature of Applicant
Name:
Date:

SIA SURVEY

How did you hear about SIA (tick which boxes apply)

	Did they study at SIA?	YES	NO
Family or Friends			
Internet			
Malaysia Embassy, Consulate or High Commission			
Teacher or Career Counsellor			
Media Or newspaper advertisement			
SIA Education Agent			
Education Exhibition- Town or Venue (e.g August Palm Square			

ADMISSION PROCEDURE

	CHECK LIST	FOR OFFICE USE
1. 3 copies of passport-sized photograph with name written on the reverse.		
2. Registration fee of RM 500. Cheques should be payable to S.I.ART SDN BHD		
3. Photocopy of identity card and birth certifications.		
4. Photocopy of SPM certificate or other academic qualifications.		
5. Portfolio consisting 2 pieces of Original Artwork.		

FOR OFFICE USE ONLY

Application Accepted with :	FULL OFFER	CONDITIONAL OFFER
-----------------------------	------------	-------------------

Commencement Date

Semester Admitted

Exemptions

Remarks

Enrolled By,

Name

Date

Data Entered

Letter of Offer Issued (DATE)

Please send completed form to :

SABAH INSTITUTE OF ART

LOT 66, BLOCK K, KK TIMES SQUARE, OFF COASTAL HIGWAY, 88100 KOTA KINABALU SABAH, MALAYSIA

TEL: 088 486 799

FAX : 088 486 790

EMAIL :

WEBSITE :

/97/95

info@sia.edu.my

www.sia.edu.my