



Institut CECE 马来西亚学前教育学院

The Institute of Childhood Education-Studies and Community Education
(Wholly Owned by CECE Education Foundation (819148-D))

1st & 2nd Floor, Lot 9094, Jalan Malinja, Taman Bunga Raya, 53000 Kuala Lumpur, Malaysia.
Tel: 03-4142 6362 Fax: 03-4142 5402 Email: inquiry@cece.edu.my Website: www.cece.edu.my

Registration No:

APPLICATION FORM

Course Title <i>Please tick (✓)</i>		Please affix an Passport.-size Photograph
<input type="checkbox"/> Certificate in Pre-School Education (PA9299) <input type="checkbox"/> Diploma in Early Childhood Education (PA9298) Intake Month: _____ Year: _____ Accommodation (for block session) : <input type="checkbox"/> YES <input type="checkbox"/> NO	Class Modes : <input type="checkbox"/> <i>Fulltime(F)</i> <input type="checkbox"/> <i>Weekend (W)</i> <input type="checkbox"/> <i>Block Session(B)</i>	

PERSONAL PARTICULARS

NAME AS IN NRIC /PASSPORT : _____

CHINESE NAME : _____ AGE : _____

NRIC/PASSPORT NO : _____ D. O. B : _____

NATIONALITY : _____ GENDER : _____

MARITAL STATUS : _____ NO OF CHILDREN : _____ RACE : _____

TEL. (Hse) : _____ Off : _____ Fax : _____ Hp : _____

EMAIL : _____

CORRESPONDENCE ADDRESS : _____

_____ Postcode : _____

PERMANENT ADDRESS : _____

_____ Postcode : _____

EDUCATIONAL BACKGROUND

Qualification	Year Started	Year Completed	Grade/ Aggregate	Co-Curriculum
*LCE / PMR / SRP				
*GCE / MCE / SPM				
Unified Exam Certificate (UEC)				
*STPM / A-Level				
Bachelor of Degree				
CECE Certificate/Diploma				

* Please delete the irrelevant

WORK EXPERIENCE IN EARLY CHILDHOOD CENTRE

Position	Teacher	Principal	Owner	Others (please specify)
Accumulated Years				

EMPLOYMENT HISTORY (Working experience starting with the latest position)

No.	Name of Company & Address	Position	From	To

DISABILITY DECLARATION

Do you have a disability, impairment or long term medical condition which may affect your studies?

 YES NO

If YES, please indicate the area of impairment

 Learning Mobility Vision Medical Other (please specify) : _____**DETAILS FOR EMERGENCY**

In case of emergency, please contact :

Name : _____ Tel (H/P): _____ Relationship : _____

HOW DID YOU GET TO KNOW THIS COURSE? Advertisement Direct Mail Internet Recommendation Brochure Education Fair Other (please specify) : _____**SUPPORTING DOCUMENTS**

- 1 certified true copy of Identity Card (NRIC)
- 2 recent passport-sized photograph
- 1 certified true copy of STPM or equivalent Certificate / results
- 1 certified true copy of SPM or equivalent Certificate / results
- 1 certified true copy of others higher education Certificate / results

DECLARATION

I, the undersigned, declared that the information provided in this application is complete, accurate and true, and I agree to abide by all the rules and regulations of Institut CECE.

I understand that any information given falsely or withheld will affect the decision of my application, and may result in my ineligibility for admission or enrolment.

I undertake to inform Institut CECE of any changes in address, phone numbers and other information provided by me in this application.

I understand that my failure to observe the Institute's code of conduct and the conditional acceptance requirement can result in my dismissal from INSTITUT CECE.

I have read and agreed to abide by the terms and conditions stipulated in the **Institut CECE Enrolment Policy**.

SIGNATURE OF APPLICANT _____ DATE _____

For Office Use

Initial Payment: RM _____ Receipt No: _____ Date: _____

Received By : _____ Signature : _____ Date : _____

Remarks:

Institut CECE Enrolment Policy

Registration and Placement

Reservations may be made by telephone/telefax/email but will only be confirmed upon receipt of the relevant registration form documents and payment. This, however, does not constitute to confirmation of placement. Placement will be confirmed on case to case basis upon approval by the Head of Academic Affairs. Should the applicant register after the closing date, an administrative charge of RM5/= per week will be charged.

Mode of Payment	Payment can be made via:
1) Full Payment <input type="checkbox"/>	Cash / Bank Draft / Wang Pos
2) Term Payment <input type="checkbox"/>	Cheque – in favour of Institut CECE
3) Interest Free Study Loan <input type="checkbox"/>	Direct Bank-in : Public Bank Berhad
4) Monthly Installment <input type="checkbox"/>	A/C No : 3157457223
	In Favour of : Institut CECE
	CECE Fax No. : 03-4142 5402

Payment and Late Payment

All fees MUST be paid 10 days prior to the commencement of the class. Any late full settlement shall be charged an administrative charge of RM5/= per week, calculating from the due date. All fees paid are not transferable.

Cancellation Policy

All notice of cancellation must be made in writing and acknowledged by Institut CECE.

No show on class	No refund
Less than 7 days notice prior to commencement of class	No refund
7 - 14 days notice prior to commencement of class	60% refund of the full fee after deduction of registration charge.
15 - 30 days notice prior to commencement of class	70% refund of the full fee after deduction of registration charge.
More than 30 days notice prior to commencement of class	80% refund of the full fee after deduction of registration charge.

Programme Changes

Institut CECE reserves the right to amend, cancel or postpone the course due to unforeseen circumstances. Full refund will be made in the event of postponement for more than 12 months.

Postponement Policy

Should the applicant fail to attend the enrolled session and wish to postpone to next session, a written letter must be submitted to the Head of Academic Affairs for approval. An administrative charge of RM200/= is to be imposed.

Fee Schedule for courses conducted in Kuala Lumpur [KL]

	Certificate in Pre-School Education	Diploma in Early Childhood Education
Registration Fee <i>(Non-Refundable)</i>	RM 300.00	RM 300.00
Training Fee	RM 3,600.00	RM 9,520.00
Materials/Library/Activities/ Graduation <i>*exclusive of field trip</i>	RM 300.00	RM 700.00
TOTAL	RM 4,200.00	RM 10,520.00

The above fee schedule is applicable for full payment only. For payment by Term, Study Loan or Monthly Installment an administrative charge of RM100.00 will be charged. Kindly refer to the Payment Schedule.