



**APPLICATION FOR ADMISSION**

Please read *section 6* before completing form and ensure that the form is completed correctly

**SECTION 1 PRIMARY INFORMATION**

- 1- Please complete in CAPITAL LETTERS
- 2- Put (✓) where applicable

<b>Course Applying</b>	
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<b>Intake</b>		<b>Semester</b>	
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How do you know about us?

Social Media		Open days		Walk-ins	
Pen Day		Introduced by Friend		Others:	

**Student ID Number**  
\*OFFICE USE ONLY

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**SECTION 2: PERSONAL INFORMATION**

<b>NAME</b> <small>*AS PER ID YOU PROVIDE*</small>																				

<b>ID NUMBER</b>																			
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Place of Birth		Date of Birth	
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Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age		Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>
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Current Address			
Telephone No:		E-mail	

**SECTION 3: Guardian/Parent Information**

Guardian/Parent NAME <small>*AS PER ID YOU PROVIDE*</small>																	

Relationship	
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Occupations		Mobile NO:	
		E-mail	

**SECTION 4: Academic Qualifications**

**List all schools/colleges and professional qualification**

Name of School	What you studied	Finished Date	Results

**SECTION 5: Declaration**

I/we conform that, to the best of our knowledge, the information provided by me/us in this form I correct and complete. We read and understood the instructions clearly and abide to all the terms and condition as stipulated in **section 6**.

*Applicant's/student signature*

*Parent/guardian's signature*

## SECTION 5: Terms and Conditions

- 1.1 The application fees **\$26** for Bachelor and **\$29** for Professional Diplomas must be paid within 7 days after student get the eligibility letter
- 1.2 All fees must be paid within 7 days of the commencement date for each semester.
- 1.3 Cheque should be made payable HODMAS UNIVERSITY COLLEGE
- 1.4 With regard to payment by installments student must paid 7 days before the commencement date.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred.
- 1.6 Failure to settle outstanding payment within prescribed period may result in exclusion from the University
- 1.7 Any refund of fees or deposit, where applicable, will be discretion of the university's finance office

### **2.0 Withdrawal**

- 2.1 Students must inform the registrar in writing if they are withdrawing from course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for the refund of the course fees to be considerable. The administrative charge for this \$60.
- 2.3 In the case of withdrawal student must complete all the required documents within month from the days s/he request the refund.

### **3.0 Deferral**

- 3.1 Student must apply to the registrar in writing. Please note that this can only be granted exceptional circumstance, usually medical, and only when reassessment opportunity at the future date. No deferral is allowed 14days from the commencement date of the new semester.
- 3.2 In the event a deferral is granted; a deferral fees of \$40 is payable.
- 3.3 Students who interrupt their studies should be aware of that their current course cannot guaranteed to resume following re-admission as if no interruption had occurred and that is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that have taken place during their absence.

### **4.0 Transfer between Courses**

- 4.1 Students may transfer from one course to another within the University only with agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of the new semester.

### **5.0 Add/Drop Module(s) (this applies only elective courses)**

- 5.1 students must apply 4 weeks from the date of the commencement and must obtain approval from the programme leader.

### **6.0 Rules and Regulations:**

- 6.1 all students must abide by the University rules and regulations. Failure to do so may result expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the University premises will be reported to the relevant authorities.
- 6.3 HUC and its management will not be held responsible for any damages, losses or injuries cost by students.
- 6.4 The disciplinary board has the authority to suspend or expel any student behaving in a matter that affects the good name and the security of its staff and students.
- 6.5 Hodmas UC reserves the right to revise the University rules and regulations without prior notice.

### **7.0 Hodmas UC reserves the rights to accept or reject any application without assigning any reason.**