

APPLICATION FORM CENTRE OF PROFESSIONAL DEVELOPMENT



**METHODIST
COLLEGE** | KUALA LUMPUR
Veritas Vincit Omnia

Please complete ALL sections in this form. DO NOT leave any section blank. Write NA where not applicable.

PERSONAL INFORMATION

Full Name as per IC/Passport:

NRIC / Passport No.: Date of Birth:
(dd/mm/yyyy) eg: 31/05/2001

Nationality: Malaysian International

Gender: Male Female

Mobile No.: Office No.:

E-mail:

Home Address :

Postcode: Town/City: State: Country:

Name of Employer/Company: Designation:

Employment Status: Employee Self-employed

PROGRAMME DETAILS

Cambridge Professional Development Qualifications

Intake Year: Month:

Teaching and Learning: Certificate Diploma

Teaching with Digital Technologies: Certificate Diploma

ADDITIONAL INFORMATION

1. Highest English requirement obtained (e.g. 1119, IELTS, MUET, etc.)	
2. Currently serving school / education institution	
3. Years of teaching experience	
4. Teaching discipline/ subjects	

ICDL - The Digital Skills Standard (International Certification of Digital Literacy)

Intake Year: Month:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Spreadsheets | <input type="checkbox"/> Advanced Documents | <input type="checkbox"/> ICT in Education | <input type="checkbox"/> Others. Please state: |
| <input type="checkbox"/> Documents | <input type="checkbox"/> Information Literacy | <input type="checkbox"/> Cyber Security | |
| <input type="checkbox"/> Management Spreadsheets | <input type="checkbox"/> Data Analytics | <input type="checkbox"/> Internet of Things | |
| <input type="checkbox"/> Advanced Presentation | <input type="checkbox"/> Digital Marketing | <input type="checkbox"/> Cloud Computing | |

OTHERS

Intake Year: Month:

Enrolled Course:

TERMS & CONDITIONS AND DECLARATION

1. Organisations are to complete a separate form under the name of each individual participant if registering more than one participant.
2. All registrations must be submitted with full payment to METHODIST COLLEGE KUALA LUMPUR ("MCKL"). Registrations are subject to confirmation from MCKL. Attendance at the programme may be denied if the fees have not been paid in full.
3. A transfer of registration to a substitute participant may be permitted subject to no less than seven (7) days' prior notification in writing to MCKL and issuance of a confirmation from MCKL.
4. MCKL reserves the right to reschedule or cancel the programme or change the venue or trainer in the event of unforeseen circumstances. Every effort will be made to inform participants of any cancellation as soon as possible.
5. Fees paid are not refundable except where a programme is cancelled by MCKL.
6. By submitting the registration for the programme, all participants accept such requirements and terms as may be set by the programme owner and/or MCKL.
7. All training materials and any system access provided under the programme are strictly for the personal and non-transferable use of the participant only and are subject to intellectual property rights. The participant shall not remove or modify any notice, logo, copyright or other proprietary indications present on the programme materials.

In submitting this application form to MCKL, I hereby certify that all information provided in this form are true, complete and accurate, I agree to the terms and conditions of participation and I consent to the collection and processing of my personal data in accordance with MCKL's Personal Data Protection Notice: (<https://www.mckl.edu.my/page/289/MCKL-Personal-Data-Protection-Notice>).

Signature of Participant

Name :

Organisation (if applicable):

Date :

PAYMENT OPTION

Mode of Payment :

- Bank in directly to the account of : **Methodist College Kuala Lumpur Account No. 3-153-4483-00, Public Bank Berhad.**
Please write your name on the deposit receipt/advice, and email to finance.dept@mckl2.edu.my
- Cheque made payable to **METHODIST COLLEGE KUALA LUMPUR.**
- Cash/Credit Card (to be paid at the Payment Counter of Methodist College)

FOR OFFICE USE ONLY

Mode of Delivery Face to face Online Blended

ADMISSION APPLICATION REVIEW

Finance and Accounts	Date:	Receipt No.:	Received By:	
	Cheque No.:	Amount.:		
Department	Action	Comments (if any)	Name and Signature	Date
Program Advisor	1. Form complete 2. Relevant documents attached			
Enrolment and Admissions	1. Form complete 2. Relevant documents attached			

METHODIST COLLEGE KUALA LUMPUR (Wholly owned by WESLEYAN EDUCATION SERVICES SDN. BHD.) (540800U)

Off Jalan Tun Sambanthan 4, Brickfields 50470 Kuala Lumpur, Malaysia

Tel: (603)-2274 1851 | E-mail: admission@mckl2.edu.my | Website: www.mckl.edu.my