



APPLICATION FOR ADMISSION

Certified Financial Planner Programme

Level 8 Uptown 1, 1 Jln SS21/58, Damansara Uptown, 47400, Petaling Jaya
 Tel: 03-77123388 Fax: 03-77123366 www.kmdc.com.my

For Office Use Only	
Date	
Membership No.	

Please return the completed form with all enclosures to KDU Management Development Centre Sdn Bhd

Module(s)	1	2	3	4	5	6	KMDC Centre (KL / PJ)	KL	PJ
Class Code(s) (e.g. 102 - refer to timetable)							Status N: New R: Repeat S: Sit-in CS: Challenge Status		

PARTICULARS OF APPLICANT - (Please complete in "BLOCK LETTERS". Compulsory for fields marked *)

Name (Full name as in NRIC)*

NRIC No. (New)* - -

Title (Mr./Mrs./Ms./Prof./Dr. etc.) Date of Birth Gender M F

Nationality

Mailing Address

Postal Code State

Telephone No. H/P* - Home -
 Office - Fax -

E-mail*

ACADEMIC/PROFESSIONAL BACKGROUND

Name of University/College/High School (Highest level of education)	Location	From - To (year)	Major (Subject)	Name of Course

EMPLOYMENT BACKGROUND

Name of Company (Current)	From - To (year)	Position	Nature of Work

SPONSORSHIP - Fill in this section if you have been awarded a sponsorship or scholarship for this programme (Please attach approval letter)

Name of sponsor / scholarship provider (if any)	Type of sponsorship / scholarship	
Address of sponsor / scholarship provider	Contact numbers	Contact Person
Postcode:	Office:	Position
Country:	Fax:	
	E-mail:	

PAYMENT POLICIES

(A) Payment of Fees
 All fees must be paid in full on the commencement date of the course. There is a grace period of 7 days from the commencement of each course for fees to be paid. A late payment penalty charge of 5% will be imposed on ALL outstanding fees after the grace period.
 Learning members will be barred from attending classes and/or assessments if fees remain unpaid.

(B) Refund of Fees
 All fees which have been paid are NOT refundable unless the course does not commence at KMDC, or the candidate's application is not accepted by the partner or affiliate institution.
 If the candidate withdraws from the course in writing within 14 working days from the commencement date of each course, a 50% of course fee will be refunded less administrative charges, after which no refund will be given.

All withdrawals are subject to an administrative charge of RM200. Candidates are advised to contact staff from the Programmes Department in writing as soon as the situation for withdrawal arises, stating reason for withdrawal. Proof may be required.

DECLARATION & PAYMENT

Payable to **KDU Management Development Centre Sdn. Bhd.**

Charge my: Visa Mastercard

The amount of: RM

Card No.:

Expiry Date:

Cash Cheque Cheque No.:

I certify that the information given in this application and in the supporting documents is true and complete. I agree to abide by the rules and regulations of KMDC and/or the partner Institution.

x _____
 Applicant's Signature Date

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Fees	RM	Acknowledgement of course material collected:	Counselled by:
Application Fee (non-refundable)			
Course Module: _____ Course Fee:			
Admin Fee for repeat/resits			
Challenge Status sit-in			
Purchase of additional course manuals (RM50 per copy)			
Certificate of attendance (RM10; additional RM10 for courier)			
Less (if any, please specify)			
Others			
Total Paid			