



# TAR EC

TAR EDUCATION COMMUNITY COLLEGE

## KOLEJ TAR EDUCATION COMMUNITY

(formerly known as Institut CECE)

Wholly owned by CECE Education Foundation

819148-D

### Enrolment Form

Please affix a recent  
Passport-sized  
photograph here

#### FOR OFFICE USE ONLY

Student No.: \_\_\_\_\_

Intake: (mm) \_\_\_\_\_ (yyyy) \_\_\_\_\_

#### PROGRAMME DETAILS

**Diploma in Early Childhood Education**  
(R2/143/4/0096/MQA/FA9298)

**Diploma in Early Childhood Special Education**  
(N/143/0159/MQA/PA10057)

**Short Course**

Study Modes:

- Full-Time Class  
 Weekend Class

Payment modes:

- Full Payment  
 Semester  
 PTPTN  
 CMT Study Loan  
 E.P.F Withdrawal  
 Scholarship

#### PERSONAL DETAILS

Name (As in NRIC / Passport): \_\_\_\_\_

NRIC/Passport: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of Birth (dd-mm-yyyy): \_\_\_\_\_ Age: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender:  Male  Female

House Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Widowed No. of Children: \_\_\_\_\_

Race:  Malay  Chinese  Indian  Others (please specify) \_\_\_\_\_

Religion:  Muslim  Buddhist  Christian  Hindu  Others (please specify): \_\_\_\_\_

#### CONTACT DETAILS

Student's Correspondence Address:

Postcode: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Permanent / Parent's Correspondence Address:

Postcode: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

#### ACADEMIC DETAILS

Name of Highest Academic Qualification:

SPM  STPM  O-Level  A-Level  UEC  Diploma  CECE Certificate

Bachelor Degree in \_\_\_\_\_

Others (please specify): \_\_\_\_\_

Total credit(s) scored in SPM (inclusive Bahasa Melayu): \_\_\_\_\_ Grade / Score in Bahasa Melayu: \_\_\_\_\_

Name and Address of School / College / University Previously Attended	Year	
	From	To

**EMPLOYMENT DETAILS (If Applicable)**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Position: \_\_\_\_\_ Office Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**WORKING EXPERIENCE IN EARLY CHILDHOOD CENTER (If Applicable)**

Position	Teacher	Principal	Owner	Others (please specify): _____
Years of Service				

**FAMILY DETAILS (Please Provide Particulars of Your Parents, Guardian and Siblings)**

1.Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 NRIC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Race: \_\_\_\_\_ Religion: \_\_\_\_\_

2.Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 NRIC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Race: \_\_\_\_\_ Religion: \_\_\_\_\_

3.Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 NRIC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Race: \_\_\_\_\_ Religion: \_\_\_\_\_

4.Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 NRIC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Race: \_\_\_\_\_ Religion: \_\_\_\_\_

5.Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 NRIC: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Race: \_\_\_\_\_ Religion: \_\_\_\_\_

**SPOUSE'S DETAILS (If Applicable)**

Name: \_\_\_\_\_ NRIC: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_ Beneficiary: \_\_\_\_\_ Family Income: \_\_\_\_\_

<b>CHILDREN'S DETAILS (If Applicable)</b>		
1.Name: _____		Relationship: _____
MyKid/ NRIC: _____	Date of Birth: _____	Gender: _____
Nationality: _____	Race: _____	Religion: _____
2.Name: _____		Relationship: _____
MyKid/ NRIC: _____	Date of Birth: _____	Gender: _____
Nationality: _____	Race: _____	Religion: _____
3.Name: _____		Relationship: _____
MyKid/ NRIC: _____	Date of Birth: _____	Gender: _____
Nationality: _____	Race: _____	Religion: _____
4.Name: _____		Relationship: _____
MyKid/ NRIC: _____	Date of Birth: _____	Gender: _____
Nationality: _____	Race: _____	Religion: _____
<b>MEDICAL DISCLOSURE</b>		
Do you have any disability, impairment or long-term medical condition that may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please indicate the area of impairment in order for us to assist you during your studies at TAR EC College. <input type="checkbox"/> Learning <input type="checkbox"/> Mobility <input type="checkbox"/> Vision <input type="checkbox"/> Others (please specify): _____		
<b>EMERGENCY CONTACT DETAILS</b>		
Name: _____	Mobile Phone: _____	Relationship: _____
<b>HOW DID YOU GET TO KNOW THIS PROGRAMME</b>		
<input type="checkbox"/> Advertisement <input type="checkbox"/> Direct Mail <input type="checkbox"/> Internet <input type="checkbox"/> Recommendation <input type="checkbox"/> Brochure <input type="checkbox"/> Education Fair <input type="checkbox"/> Others (please specify): _____		
<b>SUPPORTING DOCUMENTS</b>		
<input type="checkbox"/> 1 Certified True Copy of Identity Card <input type="checkbox"/> 2 Recent Passport-sized Photographs <input type="checkbox"/> 1 Certified True Copy of SPM or Equivalent Certificate / Results <input type="checkbox"/> 1 Certified True Copy of STPM or Equivalent Certificate / Results <input type="checkbox"/> 1 Certified True Copy of Other Highest Education Certificate / Results		
<b>DECLARATION</b>		
<p>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 TAR EC College.</p> <p>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.</p> <p>I undertake to inform TAR EC College of any changes in address, phone numbers and other information provided by me in this application.</p> <p>I understand that my failure to observe the College's code of conduct and the conditional acceptance requirement can result in my dismissal from TAR EC College.</p> <p>I have read and agreed to abide by the terms and conditions stipulated in the <b>TAR EC College Enrolment Policy</b>.</p>		
Signature of Applicant: _____		Date: _____
<b>FOR OFFICE USE ONLY</b>		
Payment Received: RM _____ Receipt No: _____ Date: _____		
Received by (Name & Date): _____ Approved by (Name & Date): _____		
Remarks: _____		

# TAR EC College 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 Department. Should the applicant register after the closing date, an administrative charge of RM5.00 per week will be charged.

<p><b><u>Mode of Payment</u></b></p> <ol style="list-style-type: none"> <li>1) Full Payment</li> <li>2) Semester</li> <li>3) PTPN</li> <li>4) E.P.F Withdrawal</li> <li>5) Scholarship</li> </ol> <p><b><u>Interest Free Loan</u></b></p> <ol style="list-style-type: none"> <li>6) Chang Ming Thien (CMT) Foundation</li> </ol>	<p><b><u>Payment can be made via:</u></b></p> <p>Cash / Bank Draft / Online banking / Cheque                  Cheque – in favour of TAR EC College                  Direct Bank-in : Public Bank Berhad                  A/C No : 3157457223                  In Favour of : TAR EC College                  TAR EC College Fax No. : 03-4142 5402</p>
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## 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 RM5.00 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 TAR EC College.

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

TAR EC College 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 Department for approval. An administrative charge of RM200.00 is to be imposed.

## Fee Schedule for courses conducted in Kuala Lumpur

	<b>Diploma in Early Childhood Education</b>	<b>Diploma in Early Childhood Special Education</b>
Non-Refundable Registration Fees	RM 500.00	RM 500.00
Non-Refundable Library Fees	RM 1,000.00	RM 1,000.00
Non-Refundable Examination Fees	-	RM 300.00
*Tuition Fees	RM 12,060.00	RM 25,800.00
<b>TOTAL</b>	<b>RM 13,560.00</b>	<b>RM 27,600.00</b>

\* Subject to change.

**Note:** 1. An administrative fee will be charged to different modes of payment.  
 2. The College reserves the right to update and change the Enrolment Policy and the fees from time to time without notice.



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### PROGRAMME FEES DIPLOMA IN EARLY CHILDHOOD EDUCATION

Tick (✓)	OPTION	FEE DETAILS	AMOUNT (RM)	INITIALS
	<b>OPTION 1:</b> FULL PAYMENT	**Non-refundable Registration Fees	RM 500	
		**Non-refundable Library Fees	RM 1,000	
		**Tuition Fees (90 credit hours x *RM134 per credit hour)	RM 12,060	
		<b>Total Programme Fees</b>	<b>RM13,560</b>	
	<b>OPTION 2:</b> PTPTN LOAN (FULL-TIME STUDENT ONLY) / C.M.T INTEREST-FREE STUDY LOAN / E.P.F WITHDRAWAL	**Non-refundable Registration Fees	RM 500	
		**Non-refundable Administration Fees	RM 500	
		**Non-refundable Library Fees	RM 1,000	
		**Tuition Fees (90 credit hours x *RM134 per credit hour)	RM 12,060	
		<b>Total Programme Fees</b>	<b>RM14,060</b>	
	<b>OPTION 3:</b> BY SEMESTER (FULL-TIME/ WEEKEND CLASS)	**Non-refundable Registration Fees	RM 500	
		**Non-refundable Administration Fees	RM 700	
		**Non-refundable Library Fees	RM 1,000	
		**Tuition Fees (90 credit hours x *RM134 per credit hour)	RM 12,060	
		<b>Total Programme Fees</b>	<b>RM14,260</b>	

Payment can be made via: Cash / Bank Draft / Cheque / Online Banking

In Favour of : TAR EC COLLEGE

Direct Bank-in : Public Bank Berhad

A/C/ No : 3157457223

*(Please attach the bank-in slip)*

Remarks:

- \*Subject to changes (Tuition Fees).
- \*\*All fees must be paid upon registration.
- Semester fees MUST be paid 14 days before the commencement of the class. Any late full settlement shall be charged an administrative fee of RM5.00 per week, calculating from the due date. All fees paid are NOT transferable.
- Teaching Practice Practicum Supervision will be charged separately.
- Re-enrolment (student who fail the particular subject) is charged at RM150 per credit hour.
- Students who sit for replacement (e.g.: Death of Family Member) examination will be charged with an administrative fee of RM100.00 per course.
- Students may be barred from examinations if the outstanding fees payment are not settled.
- Student must clear all outstanding fees upon graduation otherwise the certificate and transcript will be withheld until all fees and charges incurred are settled.
- TAR EC College reserves the right to change the amount of fee or administrative charges or nominal fee of any procedures from time to time without prior notice.

#### DECLARATION

I hereby declare that I have read and fully understood and shall abide by the Rules and Regulations of TAR EC College.

.....  
Signature of Student

.....  
Signature of Parent/Guardian

**PROGRAMME FEES DIPLOMA IN EARLY CHILDHOOD SPECIAL EDUCATION**

Tick (✓)	OPTION	FEE DETAILS	AMOUNT (RM)	INITIALS
	<b>OPTION 1:</b> FULL PAYMENT	**Non-refundable Registration Fees	RM 500	
		** Non- refundable Examination Fees	RM 300	
		**Non-refundable Library Fees	RM 1,000	
		**Tuition Fees (97 credit hours x *RM266 per credit hour)	RM 25,800	
		<b>Total Programme Fees</b>	<b>RM 27,600</b>	
	<b>OPTION 2:</b> PTPTN LOAN (FULL-TIME STUDENT ONLY) / C.M.T INTEREST-FREE STUDY LOAN / E.P.F WITHDRAWAL	**Non-refundable Registration Fees	RM 500	
		**Non-refundable Administration Fees	RM 500	
		** Non- refundable Examination Fees	RM 300	
		**Non-refundable Library Fees	RM 1,000	
		**Tuition Fees (97 credit hours x *RM266 per credit hour)	RM 25,800	
	<b>Total Programme Fees</b>	<b>RM 28,100</b>		
	<b>OPTION 3:</b> BY SEMESTER (FULL-TIME/ WEEKEND CLASS)	**Non-refundable Registration Fees	RM 500	
		**Non-refundable Administration Fees	RM 700	
		** Non- refundable Examination Fees	RM 300	
		**Non-refundable Library Fees	RM 1,000	
		**Tuition Fees (97 credit hours x *RM266 per credit hour)	RM 25,800	
	<b>Total Programme Fees</b>	<b>RM 28,300</b>		

Payment can be made via: Cash / Bank Draft / Cheque / Online Banking

In Favour of : TAR EC COLLEGE

Direct Bank-in : Public Bank Berhad

A/C/ No : 3157457223

*(Please attach the bank-in slip)*

Remarks:

- \*Subject to changes (Tuition Fees).
- \*\*All fees must be paid upon registration.
- Semester fees MUST be paid 14 days before the commencement of the class. Any late full settlement shall be charged an administrative fee of RM5.00 per week, calculating from the due date. All fees paid are NOT transferable.
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- Student must clear all outstanding fees upon graduation otherwise the certificate and transcript will be withheld until all fees and charges incurred are settled.
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**DECLARATION**

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Signature of Student

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Signature of Parent/Guardian