

## Fee Structure (2020) for International Students

### CERTIFICATE IN COMMUNICATION DESIGN

Semester	Tuition Fees (RM)	Tuition Fees (USD)
Semester 1	RM 5,700	USD 1,420
Semester 2	RM 6,000	USD 1,500
Semester 3	RM 4,500	USD 1,130
Semester 4	RM 5,000	USD 1,250
<b>TUITION FEES (Total)</b>	<b>RM 21,200</b>	<b>USD 5,300</b>

### FEES APPLICABLE TO INTERNATIONAL STUDENTS

Item	Payable per student	Fees	
1	<b>Registration Fees (non-refundable)</b> To be paid upon submission of application form.	RM 500	USD 125
2	<b>Tuition Deposit (non-refundable upon the student's registration)</b> To be paid upon submission of application form.	RM 1,500	USD 375
3	<b>Education Malaysia Global Services (EMGS) Processing Fees</b> To be paid upon submission of application form (RM1,000 is chargeable for yearly renewal).	<b>Indonesia</b> RM 3,000	USD 750
		<b>Other countries</b> RM 2,200	USD 550
4	<b>Tuition Fees</b> To be paid once application is accepted.	refer to the Fee Structure above	
5	<b>Administration Fees</b> To be paid once application is accepted.	RM 1,000	USD 250
6	<b>International Student Support Fees (non-refundable)</b>	RM 500 per semester	USD 125 per semester
7	<b>Deposit for Personal Bond (refundable)</b> A Personal Bond is applicable to all international students validated by the Malaysian Immigration Department.	refer to the Personal Bond Chart	
8	<b>Security Deposit (refundable)</b> A statutory requirement as a precautionary measure against unforeseen circumstances that may arise during the student's stay in the country.	RM 500	USD 125
9	<b>Resources &amp; Other Fees (non-refundable)</b> To be paid semesterly	RM 675 per semester	USD 170 per semester

#### Personal Bond

COUNTRY	RATE	COUNTRY	RATE	COUNTRY	RATE
Africa	RM 1,500 (USD 375)	India	RM 750 (USD 190)	Portugal	RM 1,500 (USD 375)
Saudi Arabia	RM 1,500 (USD 375)	Hong Kong	RM 1,000 (USD 250)	Pakistan	RM 750 (USD 190)
Australia	RM 1,500 (USD 375)	Iran / Iraq	RM 1,500 (USD 375)	Sri Lanka	RM 750 (USD 190)
Bangladesh	RM 750 (USD 190)	Japan	RM 1,000 (USD 250)	Taiwan	RM 1,500 (USD 375)
British C.I.	RM 1,500 (USD 375)	Indonesia	RM 500 (USD 125)	Singapore	RM 200 (USD 50)
Brunei	RM 1,500 (USD 375)	Canada	RM 2,000 (USD 500)	Tunisia	RM 1,500 (USD 375)
China	RM 1,500 (USD 375)	Korea	RM 1,000 (USD 250)	United Kingdom	RM 1,500 (USD 375)
Europe	RM 1,500 (USD 375)	Macau	RM 1,000 (USD 250)	U.S.A	RM 2,000 (USD 500)
Germany	RM 1,500 (USD 375)	Nepal	RM 750 (USD 190)	Thailand	RM 300 (USD 75)
The Philippines	RM 750 (USD 190)	Myanmar	RM 750 (USD 190)	Vietnam	RM 1,500 (USD 375)

Note: RM1,500 (USD375) is applicable for countries not stated above.

\* The college reserves the right to change the above fee structure without prior notice.

\* English Course book and art materials are NOT INCLUDED in the tuition fees.

### \*COURSE COMMENCEMENT DATES

January Intake 2020: 8 January 2020

April Intake 2020: 13 May 2020

August Intake 2020: 9 September 2020

\* Note: Dates are correct at the time of printing. The college reserves the right to change the dates and will inform the students accordingly.

# TERMS AND CONDITIONS

## FEES

1. All fees are in Ringgit Malaysia (RM). The USD figures shown here only serve as an approximate guide for the estimation of online payment from overseas. Please refer to the latest currency / foreign exchange rates for accuracy. Any shortfall arising from foreign exchange currency transactions to Ringgit Malaysia and bank charges will be borne by the student. Any surplus will be transferred to the next semester's fees.
2. Resources & Other Fees has to be paid by every semester of study.
3. Registration Fees & Tuition Deposit and EMGS Fees must be accompanied with the application form. Your application will only be processed upon the receipt of the payments, application form and the required documents and items (as indicated with\*\*).
4. Registration Fee, Tuition Deposit, Administration Fee, EMGS Processing Fee, Resources & Other Fees and International Student Support Fee are not refundable or transferable.
5. All fees are payable in advance. Full settlement of 1<sup>st</sup> and 2<sup>nd</sup> Semester fees and other fees are required upon receiving the offer letter (according to the due date listed). Student Pass (Visa) Approval Letters will be sent upon confirmation of such payments.
6. For subsequent semesters, full settlement of fees must be made before or by the start date of the semesters. Failure to pay fees by Week 2 of the semester may result in the student being barred from classes, examinations and access to other facilities. The One Academy also reserves the right to withhold the release of semester grade report, certificates and certification letter of the student until the full settlement of fees is made.
7. A late payment penalty of RM200 will be imposed on any outstanding fees incurred commencing from Week 2 of each semester.
8. An Application fee of RM150 will be charged for inter-campus transfer.
9. EMGS Visa Processing fees of RM1000 and any additional charges are charged when students wish to change to another course/major (within same institution), change to another institution or progressing to another level of studies (foundation to undergraduate).
10. If a student withdraws from the programme before or after the commencement of the semester, the student is not eligible for any refund of all fees paid except the refundable deposit stated in the programme fee structure.

## METHODS FOR PAYMENT OF FEES

**Telegraphic Transfer** Payment must be made to **The One Academy of Communication Design Sdn. Bhd.**

**Bank name :** Maybank Islamic Berhad **Address :** 30 – 32, Jalan PJS 11/28A, Bandar Sunway, 47500 Subang Jaya Selangor, Malaysia  
**Account No :** 562311-308371 **Swift Code :** MBISMYKL

**Credit Card** Payment by credit card is allowed.

**Important Notes** Please attach the original telegraphic transfer slip with the Application Form as proof of payment. Kindly include the student's name, passport No, programme enrolled and intake month and year. Please do not deliver cash via mail. The One Academy will not be held responsible for the loss of cash.

## FINANCIAL VERIFICATION

If you are supported by your government or a sponsoring organization, please attach an official copy of your sponsorship award letter. This letter must indicate the total amount of fees in detail and other benefits offered by the government or sponsoring organization.

## CERTIFICATE PROGRAMME APPLICATION CHECKLIST

Prepare the following documents and items for submission at least 8 weeks prior to the start date of your intake. This application cannot be processed without the required items (as indicated with \*\*).

- ☐ Completed Application Form\*\*
- ☐ **Application Fees** (attach with proof of payment)
  - ☐ RM500 Registration Fee and RM1500 Tuition Deposit (non-refundable, non-transferable)\*\*
  - ☐ Student Pass/Visa Processing Fee of RM2200 (non-refundable, non-transferable)\*\*
  - ☐ Student Pass/Visa Processing Fee of RM3000 (Indonesian citizens - 2year; non-refundable, non-transferable)\*\* applicable for diploma/degree
- ☐ Supporting documents - **must be submitted by EMAIL**

DOCUMENTS (SCAN IN COLOUR)	MAXIMUM FILE SIZE	FILE FORMAT
<input type="checkbox"/> Passport photo (white background - size 3.5cm x 4.5cm) - please refer to the this link ( <a href="http://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html">http://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html</a> ) for more information**	Maximum image width: 217 px Maximum image height: 280 px Maximum file size: 66 KB	JPG
<input type="checkbox"/> Passport Copy (full passport including blank pages, 2 pages per A4 sheet, single side) ** Passport validity is at least 36 months from the start date of intake	2000 KB	PDF
<input type="checkbox"/> Official Academic Results, English Language qualification such as IELTS, TOEFL IBT and etc** The minimum entry requirement for admission is one (1) credit in O-Level or equivalent qualification approved by the Ministry of Education.	1000 KB	PDF
<input type="checkbox"/> Health Declaration Form-Please refer to this link ( <a href="http://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_Applicant.pdf">http://visa.educationmalaysia.gov.my/media/docs/Lampiran_B_-_Health_Declaration_Form_Applicant.pdf</a> ) for more information**	1000 KB	PDF

- ☐ For academic certificates/transcripts that are not in English and Bahasa Malaysia, a certified true copy of the English translation must be submitted together with the original version.

- ☐ A portfolio comprised of
  - ☐ one (1) landscape/still life composition (colour drawing, A4 size)\*\*
  - ☐ one (1) free composition (any media, A4 size)\*\*
- ☐ Supporting documents for course exemption or credit transfer (if applicable)
  - ☐ certified true copy of the relevant results
  - ☐ course outline of the relevant course
  - ☐ portfolio
- ☐ Student Hostel Application Form (if your required accomodation). You can download the form at [www.toa.edu.my](http://www.toa.edu.my). A hostel booking fee of RM400 is required (non-refundable)

### Additional Documents required, if applicable

- ☐ 1 photocopy of Release Letter, including attendance & academic record issued by the former institution (for applicants transferring from other institutions in Malaysia)
- ☐ 1 original copy of Certification Letter from the previous institution/international high school in Malaysia about English medium of instruction/education system in order to get exemption from English test such as IELTS and etc.
- ☐ 1 photocopy of School Leaving Certificate or Completion Certificate (for applicants graduating from an international high schools in Malaysia)
- ☐ 1 original copy of Sponsorship letter (for applicants financed by scholarship/sponsorship/study loan)
- ☐ Statutory Declaration confirming identity (for applicants with names spelt differently in official transcripts and documents)
- ☐ No Objection Certificate (NOC) (for applicants from Sudan)
- ☐ Letter of Eligibility (for applicants from Iran)

Your documents and portfolio received will be assessed as soon as possible. Should you fulfill the entry requirement; an offer letter will be sent to you. All documents and portfolios submitted will not be returned.

## SUBMIT YOUR APPLICATION

- ☐ Submit the completed application form and all relevant documents and items to a counsellor; or
- ☐ Post the application form and all relevant documents and items to the following address:

## REGISTRATION OFFICE

The One Academy of Communication Design

Block B4, Leisure Commerce Square, No. 9, Jalan PJS 8/9, 46150 Petaling Jaya, Selangor, Malaysia

**Tel:** +603-7875 5510 **Fax:** +603-7875 5508 **Email:** [enquiry@toa.edu.my](mailto:enquiry@toa.edu.my) **Website:** [www.toa.edu.my](http://www.toa.edu.my)

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