



كوليج انتار ابغسا ميكرونييت

MICRONET INTERNATIONAL COLLEGE

No:11&12, Kompleks Haji Tahir 2, Sungai Gadong Menglait
BSB BE4119, Brunei Darussalam. P.O.Box 933 (Gadong) BE3978
Tel: (673) 2451133 Fax: (673) 2450888 Email: micronet@brunet.bn
www.micronet.com.bn

NOTE: PLEASE READ THE RULES AND REGULATIONS OVERLEAF BEFORE COMPLETING THIS FORM.
ENSURE THAT ALL BLANKS ARE FILLED IN USING BLOCK LETTERS. WRITE 'NIL' or 'NA' IF THE FIELD IS NOT APPLICABLE.

PC COURSE APPLICATION FORM FOR ADMISSION
Ministry of Education Approval Reg. No: KPE/DG/BPS/B/22 pt.1 (105)

Course Applied: _____ EVENING/DAY
Full Name: _____ MALE/FEMALE
(Underline Surname)
Home Address: _____
Postcode: _____ Tel: _____ Mobile Phone: _____
Company: _____
Present Position: _____
Office Address: _____
Tel: _____ Fax: _____ Email: _____
NRIC No: _____ (Yellow / Purple / Green) Date of Birth: _____
Race/Dialect: _____ Citizenship: _____
Marital Status: Single Married
Company Sponsored: Yes No
If Yes, Please enter the name of the contact person. Name: _____
Position: _____

OTHER INFORMATION

Highest Qualification attained in school or university: _____
How did you get to know our College?
 Advertisement Friend Website Employer Others _____

FOR OFFICE USE

Commencing Date: _____ Days: _____
Invoice No.: _____ Total Amount: _____
Official Receipt No.: _____ Instructor Name: _____
Certificate No.: _____ Remarks: _____

RULES & REGULATIONS

Confirmation of Reservation:

1. The required full payments must be made in advance before the commencement of the course. All registration fees or deposit are deductible from the course fees. A minimum amount deposit of B\$100.00 is payable upon registration.
2. Course fee inclusive course handout and certificate.
3. Cheque should be crossed in favour of "MICRONET INTERNATIONAL COLLEGE" only. Post-dated cheques will not be accepted.
4. Request of course transfer is subject to Micronet International College's approval.

Withdrawal of Reservation:

1. Written notice must be given minimum 14 days prior to course commencement to ensure full refund of deposit or course fee paid.

Cancellation of Course:

1. Cancellation of course after course commencement must be requested in writing, and is subject to Micronet International College's approval.

Award of Certificate:

1. Certificate of Attendance will be awarded to participant with a minimum 90% of attendance two weeks after course completion.
2. Certificate MUST be collected within 2 months after course completion.

Others:

1. No lesson will be conducted on Public Holiday unless stated.
2. Smoking is strictly prohibited inside Micronet International College premises at all time.
3. No food and drink are allowed inside the classroom.
4. The College reserves the right to request a student to leave a course at any stage if the student has not made any payment or if the student's persistent would, in the opinion of the College, be detrimental to the well-being of staff, other students or the College generally.
5. Micronet International College reserves the right to make appropriate changes in its instructor, course outline and schedule if it deemed necessary.

Declaration:

I, _____, NRIC No. _____, hereby declare that the information furnished by me is correct to the best of my knowledge and I agree to be bound by the College's stated terms and conditions which I have read and understood without being influenced. I will undertake to pay course fees and any other fees incurred during the duration of the course.

Signature: _____

Name: _____

Date: _____