

ENROLMENT FORM—Chartered Financial Analyst® (CFA®)

(For Office Use Only)

Student No: CFA2017/ _____

Existing / Alumni: _____

A. COURSE SELECTION (Please)

LEVEL 1:

Weekend _____
 IRC _____

LEVEL 2:

Weekend _____
 IRC _____

LEVEL 3:

Weekend _____
 IRC _____

B. PERSONAL PARTICULARS

Title : Mr Ms Mdm Dr Others _____
(Please specify)

Full Name : _____
(As per identity card, Please underline surname)

I.C. / Passport No : _____
(Please enclosed photocopy of the I.C / Passport)

Correspondence Address : _____

Company Name : _____ Designation : _____

Tel No (House) : _____ (Office) : _____

(H/P) : _____ (Fax) : _____

Email Address : _____
(correspondence email via Google Group)

Sex : Male Female

Highest Qualification : _____
(Please enclosed photocopy of the highest qualification)

Referral (If any) : _____

CFA Candidate ID No : _____



C. DECLARATION

I declare that the information provided in this application and supporting documents are correct and complete to the best of my knowledge.

As a student of the college, I agreed to provide my CFA exam results to the college.

(Signature of Student)

(Date)

Payable to "Citypro Institute" (Citypro)

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Registration Fee	RM 100	RM 100	RM 100
Course Fees (New Student)	RM4,950	RM4,950	RM4,950
Course Fees (Ex CFA Student with Citypro)	-	RM4,700	RM4,700

(Exclude incentives under Student Success Scheme, (SSS))

PAYMENT SCHEME	<i>New Student</i>	
	<i>Lump Sum</i>	<i>Installments</i>
Registration Fee (On Enrolment)	RM 100	RM 100
Down Payment (On Enrolment)	RM 200	RM 200
1 st Payment (1 st Month)	RM 4,750	RM 1,450
2 nd Payment (2 nd Month)	-	RM 1,300
3 rd Payment (3 rd Month)	-	RM 1,200
4 th Payment (4 th Month)	-	RM 1,000
TOTAL	RM 5,050*	RM 5,250*

**Include Intensive Revision Course (IRC)*

REFUND POLICY

1. Applicable for students enrolled under the **Lump Sum payment scheme only**.
2. Requests for refund of the course fees must be made in writing in two weeks before the commencement of class.
3. **Refund** is available based on the following circumstances:
 - (a) The student's application to CFA Institute has been declined. All fee paid (except registration fee) will be refunded.
 - (b) The Classes have been cancelled by Citypro for whatever reasons. All fee paid (including registration fee) will be refunded.

DISCOUNT POLICY

All the discount entitlements will be set off against the final payment of the course fee

I acknowledge I have read and understood the contents for Refund and Discount Policies

(Signature of Student)

(Date)

FOR OFFICE USE ONLY

DATE	AMOUNT (RM)	PAYMENT METHODS	RECEIPT NO.	REMARKS	ISSUED BY

NOTE: Citypro Institute reserves the right to revise any or all the information stated in this document if is due to unforeseen circumstance.

Updated: 02-03-2016

Registration Processes and Payment Scheme

A) Registration:

Email us your following details to info@citypro.edu.my and CC cityproeducare@yahoo.com:

1. Full name as per IC
2. IC number / Passport number
3. Contact number
4. Online transfer slip (RM300 for the registration fee and down payment)
5. The enrolment form is to be filled on your next visit to Citypro

Alternatively, you can visit Citypro campus and look for Ms Fu for the registration with a payment of RM300.

B) The remaining course fee can be settled via the following options:

- 1) Lump sum payment on or before first day of the class; Or
- 2) Via four months' instalment scheme that start on first day of the class

	Lump Sum	Instalments
Registration Fee (On Enrolment)	RM 100	RM 100
Down Payment (On Enrolment)	RM 200	RM 200
1st Payment (1st Month)	RM 4,750	RM 1,450
2nd Payment (2nd Month)	-	RM 1,300
3rd Payment (3rd Month)	-	RM 1,200
4th Payment (4th Month)	-	RM 1,000
TOTAL	RM 5,050	RM 5,250

C) Payment methods:

- 1) Cash
- 2) Online transfer to our **Hong Leong Bank Account** (Number: **005-00-08370-9**)
- 3) Cheque payable to **CITYPRO EDUCARE MANAGEMENT SDN BHD**

D) Refund policy:

1. Applicable for students enrolled under the Lump Sum payment scheme only.
2. Requests for refund of the course fees must be made in writing in two weeks before the commencement of class.
3. Refund is available based on the following circumstances:
 - a. The student's application to CFA Institute has been declined. All fee paid (except registration fee) will be refunded.
 - b. The Classes have been cancelled by Citypro for whatever reasons. All fee paid (including registration fee) will be refunded.

E) Discount policy: All the discount entitlements will be set off against the final payment of the course fee

We are more than happy to assist, do not hesitate to contact our academy coordinators:

- 1) Ms Fu: 07-227 2898 / 07-227 3609
- 2) Shanny/Ashley: 011-1068 6798

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