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Application for admission to Academy Access Malaysia International Business Program
Indicate below your preferred semester: (tick the applicable box)

Malaysia International Business Program MIBP

<u>Semester</u>	<u>Application deadline</u>
Autumn 2010 <input type="checkbox"/>	June 30 th 2010
Spring 2011 <input type="checkbox"/>	October 31st 2010
Autumn 2011 <input type="checkbox"/>	June 30 th 2011

PERSONAL INFORMATION

Family name _____ First name(s) _____
Sex _____ Nationality _____ Date of Birth (d/m/y) _____
Place of Birth _____ Email address _____
Current mailing address _____
Permanent address _____
Telephone (home/work) _____ Fax _____
Next of kin person (to be contacted in case of emergencies):
Name: _____ Telephone: _____
Address: _____

UNIVERSITY / UNIVERSITY COLLEGE (FACHHOCHSCHULE)

University name _____
Department/Faculty _____
Address _____

LANGUAGE COMPETENCE

Native language _____ Other fluent languages _____
Good _____ Satisfactory _____
Language of instruction at home institution _____

SHORT ESSAY

Write In English a brief explanation of why you are interested in this program

HOW DID YOU HEAR/LEARN ABOUT THIS PROGRAM

Please tell us how you heard about this program by giving e.g. name the web site or news paper or did you heard from a friend or from an official in your school:

TERMS AND CONDITIONS

The applicants are expected to have sufficient knowledge to be able to follow business courses given in English language. Applicants meeting the criteria above will be admitted on a first-come-first- served basis. Applicants are notified of admission by a letter. When the admissions reach the maximum number of participants who can be admitted to a particular class, the admissions to the program of that semester will be closed.

The Role of Academy Access

Academy Access (**the Arranger**) organizes Study Abroad Programs such as Malaysia International Business Program (MIBP) in co-operation with host country universities or colleges.

The Arranger does not act in the capacity of a travel agency. The participants in its programs organize their travel either individually or in small informal groups and work with travel agencies of their choice.

Similarly, the Arranger does not act in the capacity of an apartment locator or a landlord.

The participants rent housing either as individuals or in the form of small informal groups.

As a service, the Arranger provides to new participants some addresses of the housing complexes, where the participants of previous programs have stayed.

Right to Make Changes in the Programs

The Arranger maintains the right to make changes in the announced programs by replacing courses and/or teachers with other courses and/or teachers whenever deemed necessary by the Arranger.

If a teacher contracted by the Arranger cancels his/her visit to the program, the Arranger will exercise its best efforts to find a replacement for the cancelled course and/or teacher. The efforts will include the following alternatives: the same course or a similar course or any other graduate level business course taught by a different lecturer, or an opportunity offered to the participants to obtain credit for a similar course by special arrangement. This can be in the form of taking a test or writing an essay, which is based on an Independent Study - type reading assignment and which is organized and evaluated by a qualified representative of the Arranger.

Tuition Payments and Refund Policy

The Arranger charges a tuition fee for its programs. The fee is invoiced in two components in the form of a registration fee and a program fee. The Arranger retains the right to make changes in the amounts of these fees whenever deemed necessary by it.

The registration fee is payable to the Arranger in 14 days after the Arranger has issued a letter of admission to the applicant who has submitted a completed application form. The registration fee is not refundable. However, the applicant who cancels his/her participation after the payment of the fee, has the right to transfer the payment to the immediately following program.

The program fee is due for payment in advance of the beginning of the program. The due date is indicated in the invoice of the Arranger and is usually two weeks before the beginning date of the program.

If a participant has paid the program fee and cancels his/her participation before the beginning date of the program, the Arranger will return 60 % of the program fee. There will be no refunds after the beginning date of the program, regardless of an outright cancellation of the participation or dropping of courses by the participant.

Force Majeure Events

Force majeure means in relation to the Arranger any circumstances beyond the reasonable control of the Arranger including, but without limitation to, acts of God, explosion, flood, tempest, fire or accident, earthquake, war or threat of war, sabotage, terrorism, insurrection, civil disturbance, requisition, sickness, quarantine, government intervention, adverse weather conditions or other untoward occurrences.

If the arranger is affected by *Force majeure*, it shall forthwith notify the participants of the nature and extend thereof. If the Arranger is affected by *Force majeure*, it shall be entitled to, and may in its sole discretion vary or cancel any arrangement in relation to the program.

The Arranger will utilize its best efforts to offer to the participants an alternative program, which will make it possible for the participants to complete the cancelled parts of the original program.

SIGN AND MAIL THIS APPLICATION TO:

**Prof. Veikko Jaaskelainen
Academy Access
Puolukkatie 3 B
02160 Espoo, Finland**

The following material must be attached to the completed application form:

- an official transcript of record (not required from the HSE students),
- a photograph for a picture roster to be prepared for professors.

The information presented in this application is true, accurate and complete

Signature of the applicant

Place and Date