



# TOC

THE OTOMOTIF COLLEGE

Asia's **Ultimate**  
Automotive College

The Otomotif College Sdn. Bhd. (B4P8037)

No. 10, Jalan 19/1, Seksyen 19, 46300 Petaling Jaya, Selangor Darul Ehsan, Malaysia T : +603 7955 2811 F : +603 7960 4355 E : info@otomotif.edu.my

www.toc.edu.my  /tocmalaysia  /tocmalaysia

## 2011 FEES SCHEDULE INTERNATIONAL STUDENT

COURSE	Term 1	Term 2	Term 3	Term 4	Term 5&6	Term 7	Term 8	Term 9	Term 10	Term 11	TOTAL (RM)
Registration Fee	-	-	-	-	-	-	-	-	-	-	600
Diploma in Automotive Technology (KR 11425) - 2.5 years	13,825	4730	4730	4730	6625	4235	3580	3580	3580	6535	56,150
Diploma in Motorsport Technology (PA 8959) - 2.5 years	13,825	4730	4730	4730	6625	6110	5530	5530	5530	7100	64,440
Certificate in Motor Vehicle Mechanic 1,2&3 and City & Guilds Advanced Diploma in Vehicle Maintenance & Repair -2 years	11,220	3530	3530	5130	6625	4235	3580	3580	3580	-	45,010
Certificate in Motor Vehicle Mechanic (JPK) Level 1&2- 1 year	11,220	3530	3530	4220	-	-	-	-	-	-	22,500

INTERNATIONAL STUDENT BOND BY REGION	BOND AMOUNT	Diploma Term 1 Fees + Bond	Cert Term 1 Fees + Bond
South East Asia – Indonesia, Myanmar, Vietnam, Brunei, Singapore, etc	RM1,700	RM15,525	RM12,920
South Asia & Asia Pacific - China, India, Pakistan, Sri Lanka, etc	RM2,550	RM16,375	RM 13,770
Middle East, Africa, Europe & others - Iran, Tanzania, Kenya, Burundi, Mauritius, etc	RM3,400	RM17,225	RM 14,620
<b>OPTIONAL AWARD- City &amp; Guilds, UK</b> ( External Examination) <ul style="list-style-type: none"> <li>• Certificate in Vehicle Maintenance &amp; Repair – 4 papers</li> <li>• Specialist Certificate in Vehicle Maintenance &amp; Repair – 5 papers</li> <li>• Specialist Advance Diploma in Vehicle Maintenance &amp; Repair – 8 papers</li> <li>• Advance Diploma in Vehicle Maintenance &amp; Repair -7 papers</li> </ul>		RM 300per paper NOTE: External Examination fee is subject to change without prior notice	
<b>Supplementary English</b> All students are required to take the English Placement Test upon arrival. Depending on the results, they may be required to take Supplementary English (10 weeks).			RM 400

### IMPORTANT NOTE

- All international students are required to pay the First Term Fees plus the bond from their respective region before Arrival.
- **1 USD is approximately RM3.1.**
- Amount is payable in Ringgit Malaysia ONLY as STATED in this schedule. Students paying in USD must ensure that the amount will be converted to the amount in Ringgit Malaysia, any excess will be credited into the student's tuition fee account.
- The International Student Bond is refundable at the end of successful completion of the program.
- The class schedule is assigned by the College and CANNOT be changed under any circumstances.
- Student's hair is not allowed to touch/exceed the uniform's collar, eyes or ears. No dyed hair.
- Students who are late 5 minutes will be considered as absent. Students who are absent more than 2 times for a subject will have to repeat the subject at additional cost.
- Students are required to adhere to all rules & regulations as stipulated in the Student Handbook, Assessment Procedures and other regulations as deemed appropriate.

### REFUND POLICY

Application Fee is not refundable (If application is rejected, the Application is non-refundable).	No refund
Visa rejected by the Malaysian Immigration Department (International students only)	Full Refund
Withdrawal prior to commencement of training program (all students): Written notice received by TOC more than 28 working days prior to commencement of the training program Written notice received by TOC between 14 and 28 working days prior to commencement of the training program Written notice received by TOC less than 14 working days prior to commencement of the training program Withdrawal following commencement of training program (Orientation Date)	75% refund 50% refund 25% refund No refund

## STEP ONE

Please submit the following to TOC Admissions Centre (International) at least 4-6 weeks prior to intake date

- Completed Application Form
- Eight (8) copies of passport-sized photographs (Coloured on white background; 1½ inches x 2 inches; name & passport number written at the back).
- Three (3) photocopies of Applicant's Passport. (All pages including blank pages on A4 size paper)
- Certified True Copy of High School Results' Slip - Transcripts of O-Levels, A-Levels, highest qualifications or equivalent.
- Entry requirements: Certificate (JPK) is minimum age 18, DAT is minimum 3 credits in O-Levels & a pass in Maths, and DMS is minimum 3 credits in O-Levels & a pass in Mathematics & Science.
- One (1) copy of completed Health Examination Medical Report (valid within 3 months before registration), attached with all the original laboratory results and chest X-ray film and report. (NOT NEEDED FOR CERTIFICATE COURSE (JPK) APPLICANTS)

### NOTE:

1. All documents mentioned above MUST be certified true copy by the relevant authorities.
2. If the documents are in other languages, they MUST be translated to English and certified true copy by the relevant authorities.
3. The Malaysian Immigration will not issue any Special Pass for applicants who are in Malaysia with a Visit Pass. Therefore, if the applicants Visit Pass expires before the Student Pass is issued by the Malaysian Immigration, the applicant MUST leave Malaysia
4. Certificate Course (JPK) applicants who are in Malaysia already must pay the Malaysian Immigration a RM500 penalty plus visa fees.
5. All the above documents must be mailed or couriered to:  
**Admissions Centre (International)**  
The Otomotif College No.10, Jalan 19/1, Seksyen 19, 46300 Petaling Jaya, Selangor, Malaysia.

## STEP TWO

1. Students are required to **TELEGRAPHIC TRANSFER the Application Fee of RM600 PLUS USD35** for bank charges. Any balance left after bank charges are applied will be credited into the student's tuition fee account.
2. Please fax or scan and email ONE (1) copy of Telegraphic Transfer (TT) Application Fee Receipt (name written at the front) and email to [international@otomotif.edu.my](mailto:international@otomotif.edu.my)

Bank Name	CIMB BANK BERHAD
Banker's Address	CIMB Bank Berhad 24, Jalan 14/14, 46100 Petaling Jaya Selangor Darul Ehsan, Malaysia
Swift Code	CIBBMYKL
TOC Bank Account Number	1249-0013901-05-1
Beneficiary	The Otomotif College Sdn Bhd
TOC Address	No. 10, Jalan 19/1, Seksyen 19, 46300 Petaling Jaya, Selangor, Malaysia
TOC Telephone Number	+603 - 7955 2811
TOC Fax Number	+603 - 7960 4355

## STEP THREE

1. Upon receipt of ALL documents and payment of the Application Fee, TOC will then assess the applicant's qualifications for entry.
2. If the student meets the entry requirements, TOC will then scan and email a copy of the Letter of Conditional Offer to the student.
3. TOC will email an Acceptance Form to Certificate Course (JPK) applicants which MUST be signed and emailed to [international@otomotif.edu.my](mailto:international@otomotif.edu.my) immediately.
4. The documents will then be submitted to the Malaysian Immigration Department for Visa Approval.
5. Visa Application will usually take 6 - 8 weeks to be approved. Upon approval of VAL (Visa Approval Letter) from Malaysia Immigration Department, TOC will scan and email a copy to the applicant.
6. The Applicant must then Telegraphic Transfer the FIRST Semester's Fees including the Bond PLUS USD35 for bank charges to TOC. Any balance left after bank charges are applied will be credited into the student's tuition fee account.
7. Please fax or scan and email ONE (1) copy of Telegraphic Transfer (TT) Application Fee Receipt (name written at the front) to TOC at +603 - 7960 4355 or [international@otomotif.edu.my](mailto:international@otomotif.edu.my)
8. Upon receipt of payment of the First Semester's fees & Student Bond TOC will then mail the Offer Pack comprising of the following:
  - Original Copy of the Letter Of Conditional Offer (LOCO).
  - Visa Approval Letter (VAL)
  - Enrolment Guide, including information on Orientation Guidelines and Fee Payment Schedule.

NOTE: ALL STUDENTS MUST attend the Orientation without fail or excuse. Students are not allowed to come in later than the stated dates.

**2011 INTAKES: FEBRUARY 19 | APRIL 30 | JULY 9 | SEPTEMBER 5 | NOVEMBER 12**

Without prejudice to the rights of The Otomotif College the International Fees Schedule herein is correct at the time of printing and we reserve the right to make without notice and as such there shall be no liability in respect of the said amendments, modifications, changes or alterations. (March 18, 2011)

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