



# MAPS College Application Form

MAPS College  
H. Vaifilaa-aage, First Floor  
Janavareemagu, Male'  
T: 3314621 F: 3006838  
E: info@maps.edu.mv  
W: www.maps.edu.mv

### Important Information

This application form should be accompanied with the following:

- > Two passport sized photograph with the applicants name written on the back.
- > Photocopies of relevant academic certificates, work experience letter and / or sponsor letter (for sponsored students).
- > A copy of the National Identity Card.
- > Original of all certificates and ID card needs to be provided with the application. These will be returned to the applicant immediately upon verification.
- > Non-refundable application fee of MVR150/-.

### Course Information

Course Title:	Full Course Name (as per the website or course information guide)	Intake
	<input type="text"/>	<input type="text"/>

### Applicant's Information

Affix Applicant's Passport Photo

Full Name: (in block letters)	First Name	Middle Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Permanent Address:	House Name	Road Name	Atoll and Island
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Correspondence Address:	House Name	Road Name	Atoll and Island
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	National ID Card No: <input type="text"/>	Marital Status: <input type="text"/> Gender: <input type="text"/>
Contact Details:	Primary Mobile No. <input type="text"/>	Secondary Mobile No. <input type="text"/>	Land Line No. <input type="text"/> Email Address <input type="text"/> 2nd Email Address <input type="text"/>
Employment Details: (if employed)	Work Place Name	Designation	Phone Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Work Place Address	Road Name	Work Email Address
	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Applicant's Education History

Secondary School:	Name of School	Year Completed	O/L Results - Eg: Maths(B)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Higher Secondary School:	Name of School	Year Completed	A/L Results - Eg: Maths(B)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Higher Education:	Qualification	Institute / College / University	Duration
	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Completed Date
			<input type="text"/>

### Parent, Guardian, or Next of Kin

Full Name	Relationship to Applicant	Address (House Name, Road, Island, Atoll)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	Email Address	Place of Work
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Mobile Number
		<input type="text"/>

### Sponsorship Information (if someone else or an organization is paying your course fees)

Company Seal if sponsored

Sponsor's Name:	Name (organizations or person)	Relationship to Applicant	Phone Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Contact Person's Name	Contact Person's Telephone	Contact Person's Email
	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Terms and Conditions for Submission of Application and Enrolment at MAPS College (version 1.0, 24 July 2012)**

Before submitting an application to MAPS College, the Applicant must ensure that they have read, understood and accepted the full Terms and Conditions for Studying at MAPS College, which is available on MAPS College website ([www.maps.edu.mv](http://www.maps.edu.mv)) or in printed form from the Reception of the College. By submitting an application to the College, the Applicant (including Applicant’s Parent, Guardian or Sponsor) is agreeing to abide by the full Terms and Conditions for Studying at MAPS College (the latest version) and the following extracts from the aforementioned Terms and Conditions:

1. Applicant must ensure that they provide accurate and up to date information in the application to the College. Applicants are also required to submit with their College application their National Identity Card or Passport copy, relevant educational documents, work experience letters and/or sponsorship letters, if applicable. Originals of these documents would be required by the College at the time of submitting the application or before an offer letter is issued, in order to verify the authenticity of the documents submitted. Originals of these documents will be given back once authenticity is verified and College will not keep any originals of the documents in its custody. An applicant is deemed to be complete only when all the required supporting documents are received by the College together with the application form.
2. Applicants below the age of 21 years must be sponsored by their parents or guardian as they would be liable to pay course fees to the College on behalf of the applicant.
3. Applicants are required to pay a fee for processing the application. This fee is not refundable. MAPS College will not begin processing the application unless this fee is settled in full.
4. Submitting an application to College does not mean a placement is guaranteed. Once the College completes processing of the application, the applicant will be issued an offer letter with the invoice for course fees for the first semester. The offer letter will also state the deadline for payment of the first instalment which needs to be settled to secure the placement. The College will confirm and issue acceptance of the offer only upon settlement of the first instalment of the course fee.
5. Applicant is required to sign the Acceptance of Offer and return to the College to complete the enrolment process.
6. The course fees are subject to change without notice and are not refundable after a placement has been confirmed or once the student is enrolled. Students are liable for all payments of fees by the deadline(s) and failure to do so many results in the student being expelled from the course.
7. The College reserves the right to expel any student for cause at any time after following the necessary procedures established. Any student expelled from the College for any reason would not receive a refund of any fees (including course fee, exam fee, resit fee, books or any other fees) paid to the College. A student will be expelled only as a last resort and even then based on a decision made by the relevant Committee of the College.
8. Usually a student would be expelled from the College or course for (a) having submitted false or incorrect or misleading information or falsified documentation to the College to obtain placement, (b) poor attendance, (c) gross misconduct, (d) as a result of a disciplinary action, (e) not paying the College fees, (f) academic misconduct and (g) any other reason which the appropriate Committee of the College deems fit.
9. A Student wishing to withdraw from the course after placement/enrolment or acceptance of offer, for any reason, may do so only after paying the course fees for that semester in full and submitting the Course Withdrawal Form to the College, where the reason for withdrawal needs to be clearly stated. In such an instance, the College will not be obliged to refund any amount from the course fee to the student.
10. If the student is sponsored for their studies, then the sponsor (person, organisation or institute) will be liable to make payment of fees according to the payment plan. Applicants below the age of 21 years must be sponsored by their parent or guardian.
11. It is the responsibility of students to ensure that they are familiar with the MAPS College Policies and adhere to them while studying at MAPS College. The College will make available to students its policies and procedures via its Intranet as and when needed.
12. MAPS College reserves the right to enact or dissolve policies at any time giving reasonable notice to students.

**I/we have read, understood and accept the terms of conditions for Submission of Application and Enrolment at MAPS College and the Terms and Conditions for Studying at MAPS College.**

**Applicant’s Declaration**

Name:.....

Signature:.....

**Sponsor’s Declaration**  
*(if applicant is sponsored by a person or organisation)*

Name:.....

Signature:.....

Company Seal

**Parent/Guardian’s Declaration**  
*(if applicant is under 21 years of age)*

Name:.....

Signature:.....

**For Official Use**

**Received by:** Name:..... Date: ..... Signature:.....

**Checked by:** Name:..... Date: ..... Signature:.....

**Enrolment Approved by:**  
Name:..... Date: ..... Signature:.....