



# MAPS College Application Form

**001 – MAPS**  
Version 2.0 | Nov 2022

## Important Information:

**This application form should be accompanied with the following**

- One passport sized photograph with the applicant's name written on the back.
- Photocopies of relevant academic certificates, work experience letter and / or sponsor letter (for sponsored students)
- A copy of National Identity Card.
- Original of all certificates and ID card may be required if verification is needed.
- Non-refundable registration fee of MVR 1000/-

Affix  
Applicant's  
Passport Size  
Photo

## Course Information:

Full Course Name (as per the website or course information guide)

**Course Title:**

**Mode of Study:**

Face to Face

Online

**Intake:**

## Applicants Details:

**Full Name:**

*(in block letters)*

FIRST

MIDDLE

LAST

**Permanent Address:**

House Name

Road Name

Atoll and Island

**Current Address:**

House Name

Road Name

Atoll and Island

**Date of Birth:**

DD/MM/YYYY

**National ID / Passport Number:**

**Gender:**

**Primary Contact Number:**

**Secondary Contact Number:**

**Email Address:**

**Employment Details:**

*(if employed)*

Work Place Name

Designation

Phone Number

**Are you registered at ACCA:**

Yes

No

**If yes, please provide:**

**User Name:**

**Password:**

Applicant's Education History:			
<i>Highest Qualifications Achieved (most recent qualification first)</i>			
Qualification	Institute/School/University	Duration	Completion Date
			DD/MM/YYYY
			DD/MM/YYYY
			DD/MM/YYYY

Parent, Guardian, or Next of Kin:			
Full Name:			
Relationship to the Applicant:		Phone Number:	
Email Address:			
Address:	House Name	Road Name	Atoll and Island

Sponsorship Information (if someone else or an organization is paying your course fees):			
Name ( <i>Organization or Person</i> ):			<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;">           Company Seal            if sponsored by            company         </div>
Relationship to the Applicant:		Phone Number:	
Contact Person's Name:			
Contact Person's Phone Number:		Contact person's Email:	

Support Needs:
In order to ensure that students have their support needs addressed as soon as possible please include any relevant information below to tell us about any support needs you may have, or contact the College Registrar on 3314621 if you would like to discuss your needs directly.

How did you find out about MAPS College / Course?
<input type="checkbox"/> College Website <input type="checkbox"/> Social Media <input type="checkbox"/> TV / Newspapers <input type="checkbox"/> Friends / Relatives <input type="checkbox"/> Banners / Flyers
<input type="checkbox"/> Email <input type="checkbox"/> Others, Please Specify _____

## **Terms and Conditions for Submission of Application and Enrolment at MAPS College (version 1-2 1st Sep 2019)**

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 18 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 registration. This fee is not refundable.
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 Year. 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 18 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 the college website.
12. MAPS College reserves the right to enact or dissolve policies at any time giving reasonable notice to students.

## Application Checklist:

*Tick included documents*

	ID (Maldivian) / Passport (Expatriate) Copy
	Passport Sized Photo
	Educational Certificates (if foreign qualification, MQA Accredited copy is required)
	Work Experience Letter (if applying through Alternative Entry Pathway)
	Sponsor Letter (If sponsored by Employer/Private Party)
	Application Fee (Attach Bank transfer slip)

## Declaration:

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.

<b>Applicants Signature:</b>		<b>Date:</b>	
<b>Sponsors Signature:</b> <i>(if applicant is sponsored by a person or organisation)</i>		<b>Date:</b>	
<b>Parent/Guardian's Signature:</b> <i>(if applicant is under 18 years of age)</i>		<b>Date:</b>	

---

## For Office Use Only:

<b>Received By:</b>		<b>Date:</b>	
<b>Remarks:</b>			
<b>Payment Details: (If Applicable)</b>			
<b>Approved By:</b>		<b>Date:</b>	