



马华公会中央党校
MCA SCHOOL OF POLITICAL STUDIES

MCA School of Political Studies Application Form

For official use :

Date received :	Date approved:	Person in charge:
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Applicant :

State _____

Division _____

Course applied for :

Proposed dates :

Date 1 _____ / _____ / _____

Date 2 _____ / _____ / _____

Date 3 _____ / _____ / _____

*First come first serve basis.

Venue :

Central area Genting View Resort, Genting Highlands

Awana Hotel, Genting Highlands

Rosa Ponderasa, Cameron Highlands

South area A' Famosa Resort, Melaka

Bayou Lagoon Resort Park, Melaka

North area Cinta Sayang Resort, Kedah

Other suggestions

① _____

② _____

*For others, please provide the hotel's quotation to MCASPS.
MCASPS reserves the right to make the final decision.

Number of Participants : _____

Contact person :

Name: _____

Position: _____

Contact no. : _____

Email : _____

Terms and Conditions

To ensure the MCA School of Political Studies achieves its objectives and smooth coordination of work, please read the following terms and conditions, and sign to endorse.

Courses to be organised :

1. The organiser shall complete the course application form and submit/fax to the Secretariat of the MCA School of Political Studies (SPS) at 03-2166 1888/ mcasps@mca.org.my for approval.
2. The submission should be done at least 45 days prior to the commencement date to allow ample time for committee's approval.
3. There should be at least 200 trainees per session. If the number of attendance is projected to be lower than that, the organiser shall collaborate with other MCA units of similar capacity and inform the SPS.
4. If the organiser does not submit the name list of the organising committee and trainees 14 days in advance, SPS reserves the rights to cancel the courses and deduct the payment from the annual activity fund, the amount to be deducted will be the individual training price multiplied by the number of trainees.

Location and Package:

1. The organiser needs to submit two (2) proposed venues for consideration. Venue selection is based on cost factor and transport availability, and SPS reserves the rights to decide on the final venue at its absolute discretion.
2. Course package per person is charged as follows:
2-Day / 1-Night Course: RM150/person
1-Day Course: RM60/person

Course Attendance and Certificate:

1. In accordance with a systematic training policy for party members, SPS will scan the attendance record of participants as per SOP, and only provide certificates to those with a full attendance record.
2. Full attendance is required for all training courses, and only those who obtained an attendance rate of 90% will be awarded with a certificate of completion.

3. If the attendance record does not tally with the number of applicants, the party Headquarters will deduct the corresponding payment from the annual activity fund, the amount to be deducted will be the individual training package price multiplied with the number of absentees or applicants with an attendance rate lower than 65% of the entire course duration.

Planning Activities and Responsibilities:

1. The organiser must set up a course organising committee and submit the name list within 14 days after the application.
2. The course organising committee is responsible for activities including: selecting or recruiting trainees based on the nature of the course; manage the venue, transport, meal, audio and others as required.
3. The organiser must submit the list of trainees and clothing size 14 days prior to the course start date

I acknowledge that I have read and agree with the above Terms and Conditions

State/District Chairman/Secretary Signature

Date:

Stamp

Special Note: The Terms and Conditions shall apply without the signed agreement of the organiser being necessary, after the commencement of any course