ENGLISH LANGUAGE Company® Malaysia

Enrolment Form 2015

Please complete and return to your local ELC representative or directly to:
ELC English Language Company (Malaysia) Sdn Bhd
3.01, 3rd Floor, Wisma Bukit Bintang.
No 28, Jalan Bukit Bintang, 55100 Kuala Lumpur, Malaysia
Phone :+60321488211
Fax :+60321487221
Email : enrolments@englishlanguagecompany.com.my

Personal Details

Family name
Other names
Date of birth DD / MM / YYYY
Nationality
Gender ☐ Male ☐ Female
Mailing address

Country of residence Zip code
Mother Tongue
Telephone Country/Area Code
Email
Passport Number
Expiry Date of Passport
Do you need ELC to apply Student Visa?
☐ Yes ☐ No
Where did you hear about the English Language Company?
☐ Friends or family ☐ ELC Website ☐ Advertisement
☐ Search Engine ☐ Agent ☐ Others

Parents/ Guardian Information

In case of emergency, please contact :
Parent/ Guardian's name
Relationship
Country
Telepone Country/Area Code
Email

Choose your English Language Program

☐ General English
☐ Intensive ☐ Semi Intensive ☐ Premium
Start Date: DD / MM / YYYY weeks:

☐ Academic English with IELTS
☐ Intensive ☐ Premium
Start Date: DD / MM / YYYY weeks:

Further Studies in Malaysia

If you are planning further academic studies in Malaysia after you have finished your program at ELC, please complete this section.

Institution :
Course :
Start date : DD / MM / YYYY
Have you taken an ELC placement test? Yes ☐ No

Choose your accommodations

Do you want ELC to arrange accommodation for you?
☐ Yes ☐ No
If yes, how many weeks accommodation? Weeks days
Arrival date for accomodation DD / MM / YYYY
Departure date for accomodation DD / MM / YYYY

ELC Student Apartment

☐ Bougain Villa (5-10 minutes walk)
- ☐ Single Bed Twin Sharing USD 350-430/4weeks
- ☐ Single Room Medium Room USD 550/4weeks
- ☐ Single Room Master Room USD 830/4weeks

☐ Taragon (5-10 minutes walk)
- ☐ Single Bed Twin Sharing USD 380-450/4weeks
- ☐ Single Room Medium Room USD 650/4weeks
- ☐ Single Room Master Room USD 830/4weeks

☐ Titiwangsa Sentral (15 minutes monorail)
- ☐ Single Bed Twin Sharing USD 300-350/4weeks
- ☐ Single Room Medium Room USD 500/4weeks
- ☐ Single Room Master Room USD 600/4weeks

Flight Details

Do you require a airport pickup? ☐ Yes ☐ No
Flight Number
Arrival Date DD / MM / YYYY Arrival Time

Under the Malaysian Immigration requirements, if you are entering Malaysia on Student Pass, a representative from ELC is required to meet and pick you up from the airport.

Academic / Professional Qualification

Please list the highest qualification obtained

Year of completion/ Name of school or college /Qualification
Year of completion/ Name of school or college /Qualification
Year of completion/ Name of school or college /Qualification

☐ **I have read, understood and agree to the conditions of enrolment, cancellation, refund and indemnity and release as detailed on page 3 of this form.**

Signed Date / /

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Course Dates and Fees

Intensive General English & Academic English with IELTS

Less than 12 weeks	USD 165/week
13 - 24 weeks	USD 160/week
25 - 36 weeks	USD 155/week
Above 36 weeks	USD 150/week

Premium English & Premium IELTS

Less than 12 weeks	USD 400/week
13 - 24 weeks	USD 390/week
25 - 36 weeks	USD 380/week
Above 36 weeks	USD 370/week

Administration fees

Enrolment	USD 100
Student visa application	USD 250
Student visa renewal	USD 200
Deposit for Student Visa	USD 500*
Medical checkup	USD 85
International Student Card (Visa)	USD 20

Course material + ELC-online fees

2 - 6 weeks	USD 130
7 - 12 weeks	USD 160
13 - 24 weeks	USD 200
25 - 35 weeks	USD 230
36 + weeks	USD 260

Overseas Student Health Cover

3 months	USD 70

Accommodation

Accommodation placement	USD 100
Accommodation amendment fees	USD 50
Accommodation Bond (ELC Apartment)	USD 300

ELC Student Apartment

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  - ☐ Single Bed Twin Sharing — USD 350-430/4weeks
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  - ☐ Single Room Master Room — USD 830/4weeks
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  - ☐ Single Room Master Room — USD 830/4weeks
- ☐ Titiwangsa Sentral (15 minutes monorail)
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  - ☐ Single Room Medium Room — USD 500/4weeks
  - ☐ Single Room Master Room — USD 600/4weeks

Calculate your fees

Enrolment fees	USD_____
Student visa + Deposit + Medical check up + Student Card	USD_____
Program fee	USD_____
Materials fee	USD_____
Airport transfer fee	USD_____
Overseas student health cover fee	USD_____
Accommodation placement fee	USD_____
Accommodation fee	USD_____
Accommodation bond (ELC Apartment)	USD_____
Subtotal	USD_____
Credit card surcharge (2.5%)	USD_____
TOTAL	**USD_____**

Method of Payment

1. Direct Deposit

Account name : ELC English Language Company (M) Sdn Bhd
Swift Code : MBBEMYKL
Account number : 514721663736
Bank Name : Malayan Banking Berhad
Bank Address : No 21 & 23 Jalan 23/70A, Desa Sri Hartamas, 50680 Kuala Lumpur, Malaysia

2. Credit Card

(2.5% surcharge applies)
Card holder must be in Malaysia.

Application of Student Pass & Visa

The following documents are required for student visa application. It is advisable to send in your application 2 months before the start of your session.
a) Enrolment Form completed and signed.
b) Color passport size photograph
c) Every page of your passport (including blank pages) and your passport must be valid for 12 months

You must be between 18-35 years old.
Please note that application will take about 8 to 10 weeks to process.

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Conditions of Enrolment

Student Pass & Visa Requirement

1. All foreign students studying in Malaysia must have a valid student pass issued by the Immigration Department of Malaysia.
2. ELC will make the necessary arrangement for you to obtain a student pass. You have to be below 35 years old for the application of student pass.
3. All application for student pass is subject to approval by the authority and ELC is not liable if the application is rejected due to any reason or if the approved term is shorter.
4. For students who are entering Malaysia on a student pass, please provide the details of your flight and arrival date. ELC's representative will receive you at the immigration check-point. A visa will be issued to you at the entry point in the form of endorsement on your passport.
   (Note : Students from The People's Republic of China are required to obtain their Entry Visa prior to entering Malaysia.)
5. You will be given a temporary pass which allows you a short period of stay. Within this period, ELC will submit your passport to Immigration Department for endorsement of the student pass.

Accommodation policies (applies to all accommodation options)

6. The accommodation placement fee applies to all accommodation bookings and is non-refundable.
7. A minimum of 4 weeks booking applies. In the event that students defer their arrival or cancel their accommodation bookings 4 weeks notice for ELC Student Apartments will be required, otherwise students will be liable for the rent from the initial arrival date. The departure date from the accommodation will also remain the same unless ELC can organise an extension at an additional fee. The accommodation cancellation/amendment fee will apply.

ELC Student apartment

8. As far as possible, the student apartment bookings should be arranged with arrival on a Sunday and departure on a Saturday.
9. A minimum of 4 weeks booking applies. 4 weeks notice applies for any changes to the booking.
10. Students will have to pay a USD300 bond upon registration.
11. Upon arrival, students will be expected to sign the student apartment rules (copy available upon request). Non-compliance with the rules may result in eviction. If a student is evicted from the apartment, there will be no refund.
12. We reserve the right to change a booking for a bed in a twin room into a bed in a triple or quad room.
13. Smoking is not permitted in any of the ELC student apartments.

Course Information

14. Weekly hour
    - Intensive English / Academic English with IELTS : 20 hours + 5 hours optional class per week
    - Semi Intensive General English: 15 hours class per week
    - Premium English / Premium Academic English with IELTS: 15 hours class + 5 hours One-to-one + 5 hours optional class per week.
15. Please be advised that the IELTS Exam fee is not included in the program fees. The IELTS exam fee in Kuala Lumpur is USD190.
16. ELC retains the right to transfer your enrolment to a different course if your level of English is unsuitable for that in which you have enrolled.
17. Premium courses: A minimum of 4 weeks notice is required for ELC to organise a Premium course. After the start of a student's course at ELC, students can no longer transfer the fees from an Intensive course onto a Premium course and reduce their enrolment length. Students who wish to upgrade from an Intensive course to a Premium course once onshore may do so by paying the fee difference.
    Subject to availability

18. ELC will be closed on the following public holidays:
    1-Jan, 3-Jan, 2-Feb, 3-Feb, 19-Feb, 20-Feb, 1-May, 4-May, 17-Jul, 18-Jul, 31-aug, 16-Sep, 24-Sept, 14-Oct, 10-Nov, 24-Dec and 25-Dec-2015

Cancellation and refund policy

19. The enrolment fee and visa processing fees are non-refundable.
20. A confirmed place at ELC will be secured after all fees have been received.
21. The term "program" refers to a student's whole enrolment at the school. It can encompass several courses. The following conditions apply to the entire enrolment, i.e. all courses a student is enrolled for.
22. If you cancel your program more than 28 days before it begins, you will receive a full refund of the tuition and materials fee.
23. If you cancel your program less than 28 days before your program begins, 75% of tuition fees will be refunded.
24. If you cancel your program on or after the date of commencement, there will be no refund.
25. If you cancel your course because you were refused a student visa, all course & accommodation fees will be refunded provided you have not entered Malaysia yet.
26. If you defer the date of commencement of your course, and then later cancel your course prior to its new commencement date, the cancellation policy will apply from your original course start date, not the deferred start date.
27. In the event a student fails to complete a program of study, ELC is not obliged to return any part of the fees paid.
28. In the unlikely event that ELC cancels a course before it commences you will receive a full refund within 2 weeks.
29. Program fees are not transferable to another person or institution.
30. Refund requests will be processed within four weeks. If you enrolled through an education agent, the fees will be refunded to the agent.

General conditions of enrolment

31. If you hold a student visa you must attend at least 80% of your course and maintain satisfactory course progress by completing all
31. class work, assignments and assessments.
    If you fail to do so you will be reported to the Ministry of Education and your visa may be cancelled.
32. You must abide by ELC Rules and regulation. Failure to do so may result in expulsion, suspension, private or public sanctions.
33. ELC Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of ELC staff and students.
34. You agree to notify ELC of any change of residential address while at the college and understand that failure to notify the college that you have changed your address may result in automatic cancellation of your visa without your knowledge.
35. A student's personal information may be made available to the Federal and State agencies and other Authorities as required under Malaysian Laws.
36. Photographs, videos and testimonials provided by you and/or taken by ELC may be used for marketing and promotion purposes.
37. You agree that ELC communicates with you via phone, e-mail and sms.
38. ELC retains the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
39. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Malaysia's consumer protection laws.

Indemnity and release

On behalf of myself, my executors, administrators and assigns, I agree to waive and release all claims against ELC English Languare Company (Malaysia) Sdn Bhd (ELC), its directors and appointed representatives for any loss, accident, delay or expense, bodily injury or death which I may cause or suffer in connection with or resulting from attendance or participation in any of ELC's programs, accommodation arrangements, transfer, sporting, recreational and cultural activities. I agree that the law of Malaysia shall apply to this agreement.

Please sign the 1st page of this enrolment form to confirm that you agree with our conditions of enrolment.