



Enrolment Form 2024

1. Personal details

Family name		Nationality	Mother tongue
<input type="text"/>		<input type="text"/>	<input type="text"/>
Given names		Telephone	Email
<input type="text"/>		(<input type="text"/>) <input type="text"/>	<input type="text"/>
Date of birth	Gender	Passport number	Expiry Date of Passport
<input type="text" value="DD / MM / YYYY"/>	<input type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	<input type="text"/>
Mailing Address			
<input type="text"/>			
<input type="text"/>			
Country of residence		Zip code	
<input type="text"/>		<input type="text"/>	
Do you need ELC to apply Student Visa? <input type="radio"/> Yes <input type="radio"/> No			
Where did you hear about English Language Company?			
<input type="radio"/> Friends or family	<input type="radio"/> ELC Website	<input type="radio"/> Advertisement	<input type="radio"/> Search Engine
<input type="radio"/> Agent	<input type="radio"/> Others	<input type="text"/>	

2. Emergency contact & medical conditions

In case of emergency, please contact :

Parent/ Guardian's name		Relationship	Country
<input type="text"/>		<input type="text"/>	<input type="text"/>
Telephone	Email	Do you have any medical conditions?	Do you have any special needs?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Choose your English Language Program

Select your course(s) and choose your start date(s), course length and campus.

Campus Bukit Bintang UOW- KDU

General English

	START DATE	WEEKS
<input type="radio"/> Intensive General English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
<input type="radio"/> Premium English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
<input type="radio"/> Intensive General English + Business English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>

Executive English

	START DATE	WEEKS
<input type="radio"/> Standard Executive English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
<input type="radio"/> Premium Executive English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
<input type="radio"/> Premium Plus Executive English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>

Academic English

	START DATE	WEEKS
<input type="radio"/> Intensive Academic English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
<input type="radio"/> Premium Academic English	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>

IELTS Band Booster Camp

	START DATE	WEEKS
<input type="radio"/> IELTS Intensive Exam Preparation	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
<input type="radio"/> IELTS Band Booster- Guaranteed Program	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>

Enrolment (continued)

4. Academic Professionals Qualification

Please list the highest qualification obtained

Year of completion	Name of school or college	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. 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
<input type="text"/>	<input type="text"/>	<input type="text" value="DD / MM / YYYY"/>

Have you taken an ELC placement test? Yes No

6. 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	Departure date for accomodation
<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>

ELC Student Apartment

Casa Mutiara (8 minutes walk)

Single ensuite USD 330/4 weeks

Studio USD 450/4 weeks

Casa Residency (8 minutes walk)

Single ensuite USD 400/4 weeks

One Stop Residence (10 minutes by train)

Ensuite Master USD 300/4 weeks

Middle Bedroom USD 220/4 weeks

Small Bedroom USD200/4 weeks

KDU University Campus Dormitory

Single Room USD 250/4 weeks

Twin Sharing Room USD 175/4 weeks

7. Flight Details

Do you require a airport pickup? Yes No

Flight Number	Arrival Date	Arrival Time
<input type="text"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>

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.

I have read, understood and agree to the conditions of enrolment, cancellation, refund and indemnity and release as detailed on page 4 of this form.

Signed

Date

Course fees and dates

General English , Academic English with IELTS & Executive English

Less than 12 weeks	USD 170/week
13 - 24 weeks	USD 165/week
25 - 36 weeks	USD 160/week
Above 36 weeks	USD 155/week

Premium General English, Premium Academic English, Premium Executive English & IELTS Exam Preparation

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

Premium Plus Executive English

Less than 12 weeks	USD 600/week
13 - 24 weeks	USD 580/week
Above 24 weeks	USD 550/week

Student Visa

Visa Processing Fees	USD 250
Medical Insurance	USD 140
Medical check-up (upon arrival)	USD 85
Student Card	USD 25

Administration fees

Enrolment	USD 100
Enrolment for Executive English	USD 200
Student visa application + processing fee	USD 500
Student visa renewal (3 months)	USD 260
Student visa renewal (6 months)	USD 420

Accommodation

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

ELC Student Apartment

- Casa Mutiara (8 minutes walk)**
- Single ensuite USD 330/4 weeks
 - Studio USD 450/4 weeks
- Casa Residency (8 minutes walk)**
- Single ensuite USD 400/4 weeks
- One Stop Residence (10 minutes by train)**
- Ensuite Master USD 300/4 weeks
 - Middle Room USD 220/4 weeks
 - Small Room USD 200/4 weeks
- KDU University Campus Dormitory**
- Single Room USD 250/4 weeks
 - Twin Sharing Room USD 175/4 weeks

Course material ELC fees

Intensive General English

2 - 4 weeks	USD 50	13 - 16 weeks	USD 200
5 - 8 weeks	USD 100	17 - 20 weeks	USD 250
9 - 12 weeks	USD 150	21 + weeks	USD 270

Executive English

2 - 6 weeks	USD 130	25 - 35 weeks	USD 300
7 - 12 weeks	USD 160	36 + weeks	USD 260
13 - 24 weeks	USD 200		

Calculate your fees

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

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.

Conditions of enrolment

1. Student Pass & Visa Requirement

- 1.1. All foreign students studying in Malaysia must have a valid student pass issued by the Immigration Department of Malaysia (JIM).
- 1.2. ELC will make the necessary arrangement for you to obtain a student pass. You have to be between 18 to 45 years old for the application of student pass.
- 1.3. **Documents required for student pass application :**
 - Passport Photocopy (Bio-data page, all pages with Visa information, pages showing any extensions, clarifications of names, and previous passport numbers)
 - Passport size photo (with white background) 3.5cm x 5cm height
 - Academic results and/or academic certificates (English translated copy is required)
 - Health Declaration Form duly completed and signed
- 1.4. All application for student pass are subject to approval by the authority and ELC is not liable if the application is rejected due to any reasons or if the approval term is shorter.
- 1.5. **Single Entry Visa (SEV)** is required for selected nationalities entering Malaysia as student. The list of countries is available at www.imi.gov.my. Kindly contact the nearest Malaysian High Commission/Malaysian Embassy/Consulate or visit www.imi.gov.my or <http://www.kln.gov.my/web/guest/mission> to obtain the SEV (if applicable) before purchasing your flight tickets to enter Malaysia.
- 1.6. 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 an endorsement on your passport.

2. Visa Endorsement

- 2.1. Upon arrival, you must perform the post arrival medical health check within three (3) days with the panel clinics appointed by Education Malaysia Global Services (EMGS). You must submit your passport after the medical check-up to ELC within seven (7) days after your arrival. ELC will help to submit your passport to EMGS for student pass and visa endorsement. The endorsement process may take approximately 6-8 weeks. This duration is just estimation and is dependent on EMGS and JIM.
- 2.2. Your Student Pass approval is subject to your post arrival medical health check report. Appealing of medical health check report is subject to the approval from the EMGS. You are NOT to arrange any travel arrangement during the endorsement process till you receive back your passport.

3. Course Information

- 3.1. **Weekly hour**
 - Intensive General English / Business English / Academic English : 20 hours + 5 hours of optional class per week
 - Semi-Intensive General English : 15 hours class per week
 - Premium Intensive General English / Business English / Academic English : 15 hours class + 5 hours One-to-one + 5 hours optional class per week
- 3.2. **Minimum level :** Business English and Academic English courses require a minimum level. You should show evidence of your level upon enrolment or complete the ELC pre-course test. ELC retains the right to transfer your enrolment to a different course if your level of English is unsuitable for the course in which you have enrolled.
- 3.3. **Premium courses :** A minimum of 4 weeks' notice is required for ELC to organise a Premium course.
- 3.4. **Course transfer :** After the start of your program at ELC, you may choose to transfer onto a different course. You may do so provided that you meet the minimum level required and as soon as there is availability in that course at your level. No transfer fees apply but you will need to pay an upgrade fee if you choose to transfer onto a more expensive course. This upgrade fee cannot be paid by shortening your enrolment. If you choose to transfer onto a cheaper course, there will be no refund or course extension to make up for the price difference.
- 3.5. **IELTS Exam :** The IELTS Exam fee is not included in any program fees. It is payable directly to your chosen test centre after your arrival in Malaysia. IELTS exam fees is RM795 from 1-January-2019.

4. General condition of enrolment

- 4.1. **Payment & confirmed enrolments :** When enrolling at ELC, you will receive an invoice listing the fees owed and starting payment due dates. A confirmed place at ELC will be secured after all fees have been received as outlined on your invoice.
- 4.2. **Attendance & course progress :** Student visa holders must attend at least 80% of their course and maintain satisfactory course progress by completing all class work, assignments and assessments. Students who fail to meet these requirements may be reported to JIM.
- 4.3. **Residence address :** You must notify ELC of any change of residential address while at the college. Failure to notify the college that you have changed address may result in automatic cancellation of your visa without your knowledge.
- 4.4. **Personal Information :** A student's personal information may be made available to the Federal and State agencies and other Authorities as required under Malaysian law.
- 4.5. **Communication :** Photographs, videos and testimonials provided by you and/or taken by ELC may be used for marketing and promotional purposes. You agree that ELC communicates with you via photo, e-mail and SMS.

- 4.6. **Code of conduct :** You must behave appropriately at all times within ELC and ELC arranged accommodation. This includes appropriate behaviour on social media. Students agree not to post inaccurate information, information that infringes on the privacy of ELC staff or students or use inappropriate language in relation to ELC.
- 4.7. **Possible changes :** 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.
- 4.8. **Missed classes :** If you miss classes for personal reasons including illness, no financial compensation or make up classes will be offered.
- 4.9. **Your rights :** This agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Malaysia consumer protection laws.
- 4.10. **Personal Conduct at ELC :** ELC is committed to a policy of zero discrimination, harassment and bullying on the grounds of race, religion, nationality, gender, sexual orientation, age or any other reason. All students, staff and other stakeholders are expected to behave with, and treat others with, respect at all times, both in and outside of the school premises. No forms of discrimination, harassment or bullying will be tolerated. Observed and demonstrable instances of discrimination, harassment or bullying will be dealt with, and can result in expulsion from the school without refund.

5. ELC cancellation and refund policy

- 5.1. For cancellation of your English language program the following terms and conditions apply to your enrolment fee, tuition fee, material fee and student visa processing fee.
- 5.2. The enrolment fee and student visa processing fee are non-refundable in all cases.
- 5.3. For program cancellation with more than 28 days notice, ELC will retain the enrolment fee only.
- 5.4. For program cancellation with less than 28 days notice, ELC will retain the enrolment fee and 25% of the tuition fees.
- 5.5. For program cancellations on or after the date of commencement, there will be no refund.
- 5.6. For program cancellations due to refusal of a student visa, ELC will retain the enrolments and student visa processing fees only. Your student visa deposit and Overseas Student Health Cover or Insurance fees are fully refundable, such fees will be refunded within 14 days when ELC received the refunded amount from EMGS.
- 5.7. The term "program" used above refers to your entire enrolment at ELC and can encompass a combination of several courses.
- 5.8. Additional refund policies apply for any extra services you have booked including but not limited to accommodation.
- 5.9. If you defer your program and later cancel it prior to your new start date, the cancellation policy will apply from your original course start date, not your deferred start date. This is relevant as it determines whether point 5.3, 5.4 and 5.5 applies to your potential refund.
- 5.10. Refund requests will be processed within four weeks. If you enrolled through an education agent, the fees will be refunded to that agent.
- 5.11. Program fees are not transferrable to another person or institution.
- 5.12. In the event that a student fails to complete a program of study, ELC is not obliged to return any part of the fees paid.
- 5.13. In the unlikely event that ELC cancels a course before its commencement, you will receive a full refund within 2 weeks.

6. Accommodation Policies (applies to all accommodation options)

- 6.1. **The accommodation placement fee** applies to all accommodation bookings and is non-refundable.
- 6.2. 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 Apartment will be required, otherwise student 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. Administration fee applies for all cancellation.

7. ELC Student Apartment

- 7.1. As far as possible, the student apartment bookings should be arranged with arrival on a Sunday and departure on a Saturday.
- 7.2. A minimum of 4 weeks booking applies. 4 weeks notice applies for any changes to the booking.
- 7.3. Student will have to pay USD300 bond upon registration.
- 7.4. Upon arrival, student 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.
- 7.5. We reserve the right to change a booking for a bed in a twin room into a triple room.
- 7.6. Smoking is not permitted in any of the ELC student apartment.

Indemnity and release

On behalf of myself, my executors, administrators and assigns, I agree to waive and release all claims against ELC English Language Company (Malaysia) Sdn Bhd, 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 2nd page of this enrolment form to confirm that you agree with our conditions of enrolment.