

INTERNATIONAL STUDENT FEES 2012

1. International Student Registration & Visa Processing Fees	RM 1,500
2. CIEP Tuition Fee - One (1) semester (4 sessions)	RM 7,800
3. Books/Material and Lab Fee - One (1) semester (4 sessions)	RM 1,000
4. Placement Test Fee	RM 150
5. Medical Insurance Plan	RM 400

TOTAL PAYABLE

RM 10,850

INTERNATIONAL STUDENT APPLICATION PROCEDURE

Application Procedure and Entry Requirements

- To enrol at ELS, the following documents are required for application of a student visa. It is advisable to send in your application 2 months before the session begins :-
 - Completed and signed enrolment form
 - 5 pieces of passport-sized photographs of applicant
 - 1 set photocopy of passport (every page of the whole booklet - on A4-sized paper)
 - 1 set photocopy of original high school /college academic transcripts and certificates (and another set, translated in English and certified true copy)
 - If you are applying from outside of Malaysia, an Application Fee of USD100 should be made payable by Bank Draft or Telegraphic Transfer sent along with the application.
 - Payment and bank information:-

Payee : **ELSI SDN BHD**
Account No. : **014-178-903-585 (Swift code: MBBEMYKL)**
Bank Address : **MAYBANK, S.E.A. Park Branch,
Petaling Jaya, Selangor, 46300 Malaysia.**
- Please send the completed set of application documents [(items 1(a) to (f))] by mail to:

Central Admissions, ELS Language Centres
Suite C-10-12, Plaza Mont' Kiara, No.2, Jalan Kiara,
50480 Kuala Lumpur, Malaysia.
Tel: 603-6203 3532 Fax: 603-6201 6989
Email: admissions@els.edu.my
Website: www.els.edu.my
- Upon receipt of your application and bank receipt, we will send you a Letter of Acceptance and proceed with your student visa application. Full settlement of fees are payable upon arrival at ELS centre.

Entry Visa Information

When we receive the student visa approval from the Malaysian Immigration Department (approximately 3 weeks after submission of the application), we will send the approval letter for you to get a Single Entry Visa from the nearest Malaysian Embassy.

Airport Pick-up and Accommodation Arrangement

- After your Single Entry visa is issued, please inform us of your travel arrangements at least 7 days before departure. It is important to note that under Malaysian Immigration requirements, a representative from ELS Language Centres is required to meet you at the Kuala Lumpur International Airport (KLIA) or the Low Cost Carrier Terminal (LCCT). You should plan your travel so that you will arrive before the session begins.
- If you have asked for accommodation assistance in the application form, ELS will strive to arrange a choice of suitable accommodation for you. This service includes orientation and location familiarisation.

Refund and Cancellation Policy

- The Registration and Visa Processing Fee is non-refundable.
- Cancellation 7 days before classes start: Refund of 4 sessions worth of tuition, materials and LTC fees less administrative cost of RM100 upon written request.
- Cancellation less than 7 days before classes start: Refund of 3 sessions worth of tuition, materials and LTC fees will be given upon written request.
- Cancellation after classes start: There is no refund. Refunds can be considered when the reason for cancellation is of a serious illness proven by an acceptable medical document.
- Refund payments are made to the original payers only. Refunds are not transferrable and take 14 days to process.

Note : Applicants who are 25 years of age or older are required to submit the following additional documents :

- Student's letter (attention to the Malaysian Immigration Department) stating your reasons for coming to Malaysia to study and your plans after that. Please indicate who will be paying for all your expenses while you are studying and living in Malaysia.
- If you are employed, a letter from your current employer stating your current job, position, salary and length of service in the company. Your employer should also indicate whether you will return to the same company after completing studies in Malaysia. If your employer is sponsoring your studies, please indicate that in this letter.
- Any supporting financial or bank account statements/ documents to indicate that you are financially capable of paying for all expenses while living and studying in Malaysia.