Application Procedure and Entry Requirements

1. 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:
   a) Completed and signed enrolment form
   b) 5 pieces of passport-size photographs of applicant
   c) 1 set photocopy of passport (every page of the whole booklet - on A4-size paper)
   d) 1 set photocopy of original high school /college academic transcripts and certificates (and another set, translated in English and certified true copy)
   e) International student registration & processing fees of RM1,500.00. Payment can be made through Bank Draft payable to ELSI Sdn Bhd or by Telegraphic Transfer payable to:
      • Payee: ELSI SDN BHD
      • Account No.: 014-178-903-585 (Swiftcode: MBBEMYKL)
      • Bank Address: MAYBANK, S.E.A. Park Branch, Petaling Jaya, Selangor, 46300 Malaysia.

2. Send the completed set of application documents (Item 1: point a-e) 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

3. Upon receipt of your application and bank receipt, we will send you a Letter of Acceptance and proceed with your student visa application.

Entry Visa Information

1. 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.

2. If you do not comply with the above Entry Visa requirement, a journey performed (conversion) fee of RM500 will be charged to you by the Malaysian Immigration Office.

Airport Pick-up and Accommodation Arrangement

1. 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). You should plan your travel so that you will arrive before the session begins.

2. 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.

3. All students must be covered by a medical insurance plan. If you choose to purchase coverage in your own country, you must show proof of your insurance policy to the centre. Otherwise, you must purchase medical insurance at the Centre on registration day.

Refund and Cancellation Policy

1. International Students Registration and Processing Fees (RM1500):
   a) If your application is not accepted by ELS Language Centres, the Registration and Processing Fees will be fully refunded.
   b) In case of cancellation, the fee will not be refunded. You may, however, apply this fee to a new enrolment application up to 6 months from the issue date that appears on your original Acceptance Letter.
   c) If you are refused a student visa, a full refund will be given, less RM500.00 for administrative costs.

2. Tuition and Other Fees
   a) If you cancel your enrolment prior to the start of the semester, you will be eligible for a full refund of tuition and fees except for the Registration and Processing Fee of RM1500.
   b) During the first Semester (4 sessions /16 weeks) of enrolment, there is no refund for course cancellation, except if you are suffering from a critical illness and certified by a doctor that you are unable to continue your studies. Refund of tuition and fees given will be calculated from the last recorded session (4 weeks) of attendance.