

## Rules and Regulations on Foreign Students

Foreign students (hereinafter called "Student") who study at INTER-CULTURAL LANGUAGE SCHOOL (hereinafter called "School") holding the student visa must observe this rules and regulations.

This Rules and Regulations includes rules and regulations and instructions of Ministry of Education, Malaysia and Immigration Department of Malaysia.

1. To enrolled in the School, the Student needs to fill up course application form duly sign by the student with affix recent photograph and other relevant documents related to visa application.  
Any false description must not be contained in these application forms.  
If there's any seriously falsification or untruth in its contents, the School shall expel the Student from the School.
2. Students who apply student visa shall pay specified visa application fees and enrollment fees to the School.  
And the Students must pay school fees during the period of visa application, specified accommodation fees if the Student lives in the School residence designated by the School, and a deposit for visa application before start course.
3. If the Student has a guardian in Malaysia and stays in and goes to school from the guardian's house, the Student must report such matter to the School prior to enrollment.
4. The Student needs to inform the School of any change of address, telephone number or any other matter on the application form at the earliest possible.
5. When the Student lives in the School residence designated by the School, the Student must observe the "Rules and regulations on the tenancy of the School residence" and must not commit any nuisance or annoying act to other persons.  
If the Student breaks such rules and regulations and gives any damages to the School, the Student must compensate for the damages and may be expelled from the School.
6. The School authorities will visit the Student's residence anytime to check the situation of living, and the Student need to accept such visit and checking made by the School without dissent.
7. The Student agree that the School ought to make a report to Ministry of Education, Malaysia and Immigration Department of Malaysia if it will transpire as follows:
  - 1) The Student is absent from the School without notice for three (3) consecutive days or longer, or
  - 2) The Student does not come back to the School on the scheduled date after returning to his/her own country and the School cannot make a contact with the Student.

Therefore, the Student needs to notify the School previously in case the Student cannot attend more than 2 days. And if the Student wishes to return to his/her own country, he/she needs to inform the School on the scheduled of coming back date and contact address and how to contact

during returning to his/her own country.

8. The School shall expel the Student immediately, report to Ministry of Education, Malaysia and Immigration Department of Malaysia and proceed for the cancellation of the student visa as follows:

- 1) The Student commits any violent act or promotes any political and/or religious activity in the school compound, or
- 2) The Student commits any crime, or
- 3) The Student is engaged in any illegal employment, or
- 4) The Student holds any weapon such as a sword or gun.

9. Leaving the School

If the student needs to leave the School due to any reason, the Students need to notify the School at the earliest possible.

10. Routine Rules on the School Fee Refund

The school fee shall be refunded except visa application fee and enrollment fee, after deducting the fees spent by the School such as office expenses, in the following cases depending on a degree of seriousness of the circumstances in accordance with regulations of Ministry of Education, Malaysia and Immigration Department of Malaysia.

- 1) The course to attend has been cancelled according to the School.
- 2) The contents of the course that the Student had explained before entered the School is changed significantly after entered the School and hence unable to attend such course, then notify to the School regarding such matter at least two (2) weeks before the beginning of the course.

11. Exception Rules on the School Fee Refund

In the following case, the School shall refund the school fees that had been paid by the Student according to the regulations of Ministry of Education, Malaysia due to the following reasons:

- 1) The Student cannot continue his/her studies due to serious illness or injury, or
- 2) The Student cannot continue his/her studies due to death in the family (within a relative in the second degree) in Student's own country, or
- 3) The Student cannot continue his/her studies due to his/her family had suffered from disaster such as natural calamity in own country, or
- 4) Necessity of returning to own country due to a major change, such as a political change, in situation of own country

The amount to be refunded shall be determined depending on a degree of seriousness of the reason. However, the expenses that had already been paid by the School and/or the fees that are confirmed to be paid after Student leaves the School may be deducted from the refund.

For 1) and 2) of the above reasons, the Student needs to provide a document proofing the fact, such as a medical certificate or death certificate from a doctor. For 3) and 4) of the above reasons, the Student needs to provide a document proofing.

12. Regardless of the reasons, the school fees and other fees shall not be refunded two (2) weeks after the course begins except for the cases of 1), 2), 3) and 4) in Article 11.
13. The Student cannot choose extra-lessons other than the fixed lessons such as the half-day's lessons and/or the private lessons, except no class suitable level for the Student.
14. For the matters, which are not covered in this Rules and Regulations, the School shall follow the regulations of Ministry of Education, Malaysia where applicable.

I, (name) \_\_\_\_\_, Passport No. \_\_\_\_\_  
hereby agree to the above rules and regulations.

(Signature)

(Date)

## RULES & REGULATIONS

International students based in Inter-Cultural Language School (ICLS) are obliged to follow the following rules and regulations accordingly:

- Attendance to all scheduled classes is a must.
- Should any student is unable to attend classes, please call the school in the morning and inform ICLS staff.
- Students are absent for more than 3 days consecutive without informing the school, ICLS will automatically write to inform the Malaysian Immigration and a copy of the letter given to the Department of Private Education for their record.
- All students are **strictly** to abide by the rules & regulations as imposed by the Malaysia Immigration, e.g. prohibited from seeking employment, getting involved in demonstration, riot, gang fights & etc.
- All students are to register with ICLS their current address and contact number. The school **must be promptly** updated on any changes.

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I, (name) \_\_\_\_\_, passport number \_\_\_\_\_

Hereby agree to the above rules & regulations.

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(Signature)

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(Date)