

# ICLS

## INTER-CULTURAL LANGUAGE SCHOOL

Photo

### Course

- Japanese  English  Korean  Mandarin  B. Malaysia  
 French  German  Spanish  Italian

Student No:

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### Personal Biodata

<b>*Name in Full:</b> <small>(As printed in your I/C or passport)</small>		
<b>*Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male		<b>*Nationality:</b> <input type="checkbox"/> Malaysian (Race): <input type="checkbox"/> Non-Malaysian (Country):
Date of Birth: <input type="checkbox"/> <input type="checkbox"/> DD <input type="checkbox"/> <input type="checkbox"/> MM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> YYYY		<b>*IC No/ Passport No:</b>
Age:	Occupation:	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		
Current Address:		<b>*Tel No ( Mobile ) :</b> ( House ) : Fax No :
<b>*E-Mail Address :</b>		

Items marked (\*) is compulsory to fill in

### Next of Kin

Name	Relationship	Mobile Phone	House Telephone	Office Telephone

### Company / School

Name of Company / School:	
Company / School Address:	Telephone (Office):  (Fax):

### How do you know of ICLS?

- Newspaper /Magazine \_\_\_\_\_  Internet  Others: \_\_\_\_\_  
By recommendation:  ICLS Student  Friend  Others: \_\_\_\_\_

### Purpose of study (According to your specific goals)

- Education Abroad  Language Proficiency Test  Culture Interaction  Social Communication  
 Business Communication  Self Interest  Others : \_\_\_\_\_

Initial

# RULES & REGULATIONS

## (A) SCHOOL FEES

1. School fees have to be paid before the course commences.
2. School fees are not refundable or transferable
  - A) To others e.g. family members, friends.
  - B) From Group classes to Private classes, from Full Time Intensive to Part Time Classes or from one language class to another.
3. Enrolment fees must be paid when you register and are applicable for a maximum of two years. If students stops classes and resume after two years, they will be charged again.
4. For Part Time class students; if after the course has begun, you find that the time allocated is inconvenient for you, you may ask for permission to change to another class. However, this is only valid within 3 months and limited to ONE (1) transfer at each level .
5. Payment of school fees by installment is possible by arrangement with the school management.
6. If students drop out part way through their courses without valid reason, notified to the office, their school fees will be automatically forfeited.
7. Full time students are not permitted to carry forward their school fees unless they have solid reasons, with proof. e.g. Medical leave, (personal or own parents) or job transfer.
8. Students are not allowed to change classes without permission from the school management.

## (B) ABSENCE FROM CLASS

1. Please inform the teacher in advance if you cannot attend two or more lessons.
2. For lessons missed, there cannot be any replacement lessons but you may ask the teacher if you have any problems.

## (C) CERTIFICATES AND PROCEEDING TO A HIGHER LEVEL

1. Students who score 60 points and above for the test at the end of each course will be given a certificate and will be allowed to continue lessons at a higher level.
2. Unfortunately, if the test results are lower than 60 points, the examination must be retaken within 21 working days.
3. If the re-examination results are lower than 60 points but the student has recorded an 80% attendance for the entire course, he or she will be allowed to attend classes of the same level again, free-of -charge.(only applicable to Japanese Course)
4. Where a student discontinues study for more than 3 months a placement test is recommended before she or he joins a group class in the same language. However where the discontinuity is 6 or more months the student cannot be admitted to a course without having taken a placement test.

Updated 08.10.2018

*I declare that all details I have provided are true and that I have read and agree to abide by the rules and regulations laid down by the school. I hereby give consent to ICLS to Store and process my Personal Data; disclose my Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes.*

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Signature of Applicant

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Date of Application