

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

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

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?

- Social media : _____ 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 : _____

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| |
| <i>Initial</i> |

RULES & REGULATIONS

(A) SCHOOL FEES

1. Enrolment fees must be paid when you register and are applicable for a maximum of two years. If students stop classes and resume after two years, they will be charged again.
2. School fees have to be paid before the course commences.
3. 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.
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. If students drop out part of the way through their course without a valid reason being notified to the office, their school fees will be automatically forfeited.
6. Full time students are not permitted to carry forward their school fees unless they have valid reasons, with proof. e.g. Medical leave, (personal or their parents) or job transfer.
7. 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 Courses)
4. Where a student discontinues study for more than 3 months, a placement test is recommended before he or she 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.

(D) DISTURBANCE OF CLASS

1. ICLS reserve the right to withdraw a student form a class if a complaint is made by other students and teachers.

(E) ONLINE CLASSES

1. No class recordings will be distributed by ICLS. Only PowerPoint slides will be provided as teaching materials.
2. Materials that are shared during the class or by the teacher are only intended for students who attend said class.
3. Students are not allowed to share class materials to other students outside of the class without permission from the teacher.
4. To avoid any complication, kindly keep the approval notice from the teacher for record purposes.
5. Students are strictly prohibited from using screen capture/screen recording software to record any online classes.
6. Students are also prohibited from sharing any recordings to other students outside the class.
7. Any Violation of the rules stated above may lead to legal action being taken by the school.

Updated 22.01.2025

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.

Signature of Applicant

Date of Application