

APPLICATION FORM / STUDENT INFORMATION



Name (as per stated on IC / Passport)

Date of Birth: _____
(Dd/mm/year)

Sex: Male / Female
Marital Status: Single / Married

I.C No: _____

Passport No: _____

Nationality: _____

Country of Residence: _____

Correspondence Address in Malaysia:

Telephone No: _____ Mobile Phone: _____

Email Address: _____

How did you find EMS language center?

Ads Agent Facebook Flyer Friend Other _____

Google + SMS Twitter Walk-in Website Magazine

EMERGENCY CONTACT PERSON IN HOME COUNTRY

Name: _____ Relationship: _____

Address: _____

Contact No: _____

Signature:

Date: _____

For office use only

ACCEPTANCE OF OFFER / LEGAL INDEMNITY AND LIABILITY FORM

Student Name:

Nationality: Passport No:

I, the above mentioned student, hereby accept the offer by the Language Centre as a full time student, commencingsubject to the terms and conditions below:

1. Fulfilling all the requirements for obtaining the student visa; students are to undertake the responsibility to submit their passport **14 working days** prior to their visa expiring date once their MOE is approved. (MOE status can be inquired from the front desk staff)
2. As a full time student, I expressly undertake to indemnify the Language Centre and be liable for any loss, damage or any other untoward incident during my duration of study at the centre.
3. To settle full payment of the course fees before the commencement of classes.
4. I will attend classes as per scheduled by the centre. I must attend at least 80% of the lessons, failing which the centre has the rights to terminate my student visa and send me back to my country at my own cost.
5. I am accepting this letter and declare that I have read and understood all the admission procedures, fees and refund policies, description of the course contents, its duration, location and qualification awarded.
6. I understand and agree to all the applicable cost, English language proficiency requirements, teaching methodology, learning resources, assessments and program facilities.
7. Abide to all the rules and regulations of the Language Centre.
8. Adhere to all the Malaysian Laws and prohibition of drugs, crimes or commit any offence against the Malaysian Laws.
9. I further agree that should I commit any offence or violation to any rules & regulations and policies of the centre, I shall be fully responsible for my misconduct and the centre has the rights to cancel my student visa and depot me back to my original country.
10. While my visa is ready in Center, balanced fee must be paid to the Center up to 3 weeks. After 3 months the Center can cancel the visa and while full amount paid passport is collectable.
11. Students are required to keep EMS Language Centre informed of their plans upon completion of their course here.

If the student would be pursuing a higher education, please provide an offer letter to assist in the cancellation of EMS student's pass so that students may start the process of their application of Student Pass of their respective Universities / Colleges.

Should the student plan to leave Malaysia, it is required for them to scan and email a copy of their flight ticket and exit stamp received at the KLIA immigration to EMS Language Centre.

Failure to adhere to these rules, EMS will not be held liable for any legal actions taken against the student including filing of a police report due to the unknown whereabouts of the student

I hereby make this covenant with the Language Centre with legal intent to be bound in respect of the same and it shall be irrevocable.

Student Signature: Witnessed by:

College stamp

Staff Name :

Fee Refund Policy Form

TUITION FEE (FOR ALL STUDENTS)

* If the student wishes to withdraw from the program registered within the below stated time frame with valid reasons:

Within 7 days upon arrival into Malaysia - 50% of total tuition fees paid will be refunded

*There will be no refund if a student withdraw after 7 days of arrival into Malaysia, or has provided false information to the college pertaining to immigration rules and regulations.

INITIAL PAYMENT (FOR ALL STUDENTS)

1. There will be no refund of the initial fees if there is any withdrawal or cancelation after approval of Immigration Student Pass.
2. There will be a 50% refund if there is any withdrawal or cancelation before the approval is issued (while processing). This will apply provided reasons given is accepted
3. There will be a 100% refund if Pusat Bahasa EMS is unable to proceed to obtain the Student Pass approval.
4. There will be no refund of the initial fees if the application is rejected due to false information and documents provided by the student.

Student Name

IC /Passport No:

Date Signed:

Accounts Dept / management

Date Signed:

APPLICATION FOR INSURANCE POLICY

I,..... holder of (Country).....

Passport number,

1- Would like to apply for the Insurance Policy and give my consent to the Language Center to apply it on my behalf. I would also like to confirm that I will abide by all the terms and conditions stipulated in the policy.

Signature of student,

.....

Name :

Passport Number :

2- Would not like to apply for the Insurance Policy offered by the Language Center.

Since I did not apply for the insurance policy, I hereby confirm that I will take care of all my medical needs and the language center will not be made liable in any circumstances and situations.

Signature of student,

.....

Name :

Passport Number :