

SLC

We Make Language Work For You

Pusat Bahasa Istimewa
(Wholly Owned by Transfakta Sdn Bhd)
W-10-5, West Wing
Subang Square Business Centre,
Jalan SS15/4G, 47500 Subang Jaya,
Selangor D.E, MALAYSIA
Tel: +603 8601 3997 / +603 8601 3998,
Website: www.slc.edu.my facebook.com/SLC.Malaysia

Please affix
photograph here

INTERNATIONAL STUDENT REGISTRATION FORM

Read This Before Registering:

1. The application form **must** be completed and signed by the applicant.
2. Complete all details in the application form in English **clearly**. All * are required.
3. Scanned copy of relevant academic certificate(s). English translated if needed.
4. Scanned Passport size photo for registration and student ID.
5. Scanned photocopy of applicant's passport (all pages) including empty pages. Please print 2 pages of passport in each A4 size paper.
6. Validity of Passport Expiry date must be at least 2 years
7. Payment of application and registration fees are made payable to "Transfakta Sdn Bhd". International student fee is non-refundable.
8. Read and understand the Declaration and Agreement context below before signing. This is a legal document. Failure on your part to provide correct, complete and truthful documents can lead to serious legal consequences.

For Office Use Only

Student No:

Intake:

Placement Test: [] YES [] NO

Course:

[] ENGLISH [] FRANCE

[] MANDARIN [] GERMAN

[] MALAY

Level :

Passport Required for visa application: [] YES [] NO

Recorded By:

Date:

PERSONAL PARTICULARS

Name:*

(as stated in Passport)

Mr / Mrs / Miss

Permanent Address:*

(home country)

Parent's/Guardian's Name:*

Home Phone No.:*

Mobile Phone No.:*

Correspondence Address:*

(Malaysia)

Student Home Phone No.:

Student Mobile Phone No.:

Gender:

[] Male [] Female

Date of birth:

Age:*

Marital Status:

[] Single [] Married

Email Address:

Nationality:*

Passport No.:*

Passport Expiry Date:*

ACADEMIC QUALIFICATIONS

Qualification	Name of School/College	Course	Year Taken
[] High School			
[] College			
[] Others			
Main language spoken:			

COURSE PARTICULARS						
Intake:						
Course Applied For:	Course: ☐ English ☐ French ☐ Mandarin ☐ German ☐ Malay Level : _____					
Date Commerce:						
EMERGENCY CONTACTS (Must Be Close Relatives)						
Name:	Relationship:	Contact No:				
OTHERS						
1. Do you have any medical condition(s)? If yes, please state the condition(s)/problem(s) and attach all relevant documents. ☐ No ☐ Yes, please specify _____						
2. Do you require accommodation? ☐ YES ☐ NO						
DECLARATION AND AGREEMENT						
I, as a student of SLC Pusat Bahasa Istimewa, MUST and will follow the following SLC Pusat Bahasa Istimewa <u>Conditions of Registration</u> in order to continue my education at SLC Malaysia and hence to obtain a student visa: a) International Student Processing Fee An International Fee is compulsory for all international students who do not hold a Malaysian IC or a Malaysian passport, and are non-refundable or transferrable. This amount does not include the fee charged by the Malaysian Immigration Department for Student Pass or Visa. b) Tuition Fee Formal withdrawal/deferral within 7 days from this registration date or prior to EMGS (Education Malaysia Global Services) Submission, entitles a 50% refund. There will be no refund whatsoever if withdrawal /deferral is made after 7 days from this registration date or after submission to EMGS. c) Attendance, Documents, Behavior Regular class attendance is compulsory. It is a regulation of the Malaysian Ministry of Education and Immigration Department that a student who is absent for 3 consecutive days without valid reasons or prior approved permission has to be reported to the Malaysian Authority. Further action may be taken which can result in the revoking of the Student Pass. SLC Pusat Bahasa Istimewa reserves the right to expel students for serious breaches of disciplines such as presenting forgery documents, under the influence of Illegal Drugs, Possess or Distributes Illegal Drugs, aggressive behavior that can cause physical or emotional harm to others. It may range from verbal abuse to physical abuse. It can also involve harming personal property and school property. Fees will not be refunded in such cases. d) International Student Hospital and Surgical Insurance This is compulsory for all international students and the premium is payable on a yearly basis. Students are required to take full responsibility to renew their insurance policy before expiration. e) Additional Admin Fee will be incurred for the following reason: <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">I. Special Pass (due to late registration, fail medical test and any other reason):</td> <td style="width: 40%; text-align: right;">RM250</td> </tr> <tr> <td>II. Student Visa cancellation and Check Out Memo (COM) :</td> <td style="text-align: right;">RM500</td> </tr> </table> f) Refundable Personal Bond (depending on country of origin) as per Immigration Rate. Refundable once all obligation against SLC Pusat Bahasa Istimewa are done including presenting a Check Out MEMO (COM). g) Course Payment Course fee payment should be made in Ringgit Malaysia or USD\$. Payment can be in the form of cash or bank Transfer. Cheques should be made payable to: “Transfakta Sdn Bhd” By signing here, I certify that I have read and understood ALL the above Conditions of Registration of SLC Pusat Bahasa Istimewa. I declare that the information on this application form is accurate and true. SLC Pusat Bahasa Istimewa has the right to cancel this registration at its own discretion, report the case to the authority and forfeit all money paid if found the details or documents provide are misleading or false or falsified. _____ Signature of Applicant _____ Date			I. Special Pass (due to late registration, fail medical test and any other reason):	RM250	II. Student Visa cancellation and Check Out Memo (COM) :	RM500
I. Special Pass (due to late registration, fail medical test and any other reason):	RM250					
II. Student Visa cancellation and Check Out Memo (COM) :	RM500					