

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

LOCAL 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).
4. Scanned Passport size photo for registration.
5. Scanned photocopy of applicant's NRIC.
6. Payment of non – refundable application and registration fees are made payable to “Transfakta Sdn Bhd”.
7. 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:

Recorded By:

Date:

PERSONAL PARTICULARS

Name: *

(as stated in NRIC)

Mr / Mrs / Miss

Permanent Address: *

Parent's/Guardian's Name: *

Home Phone No.: *

Mobile Phone No.: *

Correspondence Address: *

Student Home Phone No.:

Student Mobile Phone No:

Gender:

[] Male [] Female

Date of birth:

Age: *

Marital Status:

[] Single [] Married

Email Address:

NRIC No.: *

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 Malaysia Pusat Bahasa Istimewa, MUST and will follow the following SLC Malaysia Pusat Bahasa Istimewa Conditions of Registration in order to continue my education at SLC Malaysia:

a) **Registration Fee:** Registration Fee is compulsory for all local students who holds a Malaysian NRIC or a Malaysian passport , and is non-refundable or transferrable

b) **Tuition Fee:** Formal withdrawal/deferral within 7 days from this registration date, entitles a 50% refund. There will be no refund whatsoever if withdrawal/deferral is made after 7 days from this registration date.

c) **Attendance, Documents and Behaviour:** Regular lesson attendance is vital to ensure positive progression in the course subject enrolment. SLC Malaysia Pusat Bahasa Istimewa reserves the right to expel students for serious breaches of discipline such as presenting forged documents, under the influence of illegal drugs, possessing or distributing illegal drugs, or any aggressive behaviour 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 refunded in such cases

d) **Student Hospital and Surgical Insurances:** Students are required to take full responsibility to poses their own valid insurance policy

e) **Course Payment:** Course fee payment should be made in Ringgit Malaysia (RM). 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 Malaysia Pusat Bahasa Istimewa. I declare that the information on this application form is accurate and true. SLC Malaysia 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 the details or documents provided are found to be misleading or false.

Signature of Applicant

Date