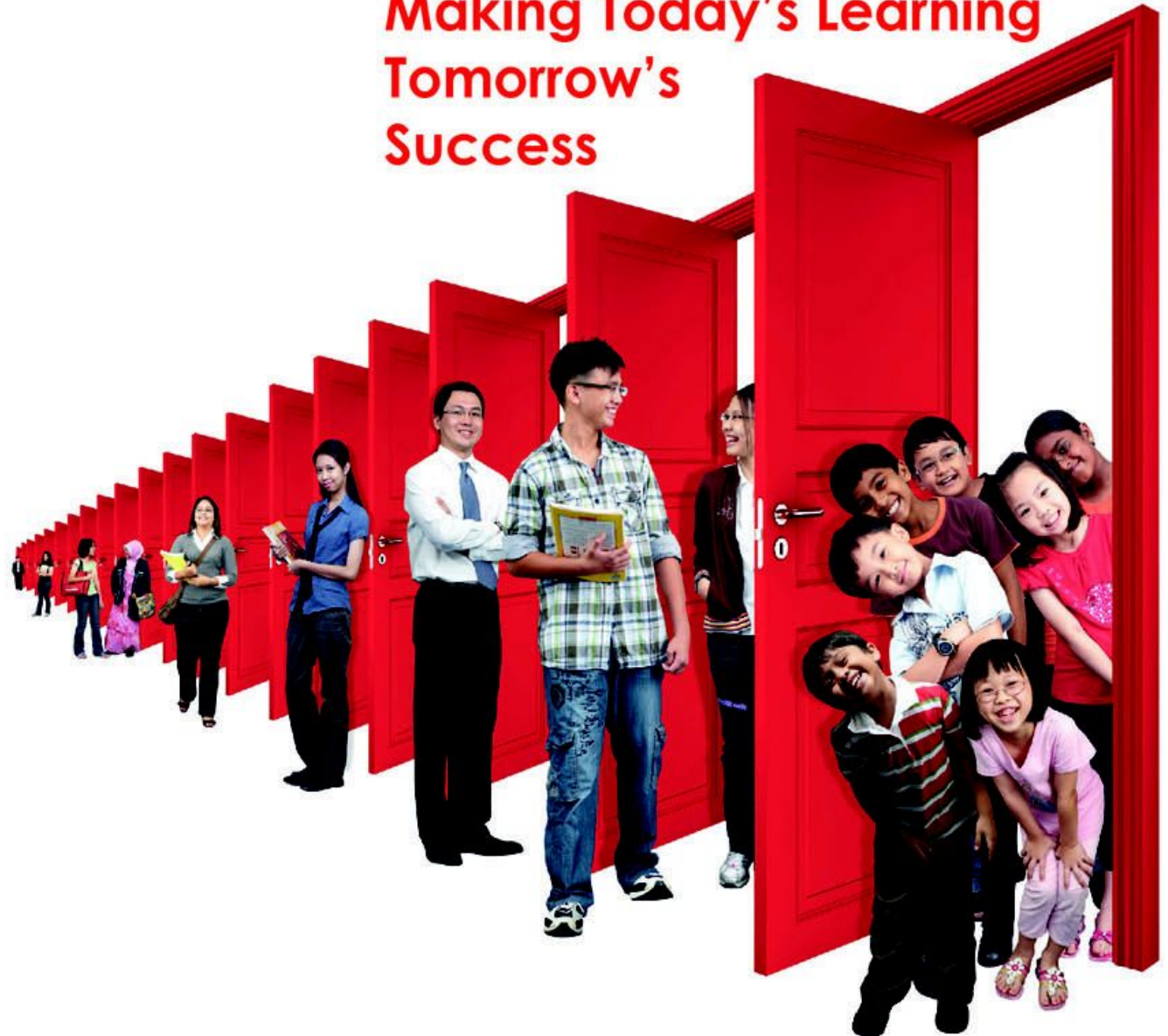


CAMBRIDGE
ENGLISH FOR LIFE

**INTERNATIONAL
STUDENT'S HANDBOOK**

Making Today's Learning Tomorrow's Success



Cambridge English For Life

A-1-10, Merchant Square,
No. 1, Jalan Tropicana Selatan 1,
PJU3, 47410 Petaling Jaya,
Selangor D.E. Malaysia.

Tel : +603 - 7883 0912
Fax : +603 - 7883 0712
Email : info@cambridgeforlife.org

Taman Tun Dr. Ismail,
Level 4, Wisma WIM, No. 7
Jalan Abang Haji Openg,
Taman Tun Dr. Ismail,
60000 Kuala Lumpur,
Malaysia

Tel : +603 - 7710 8916
Fax : +603 - 7710 9916

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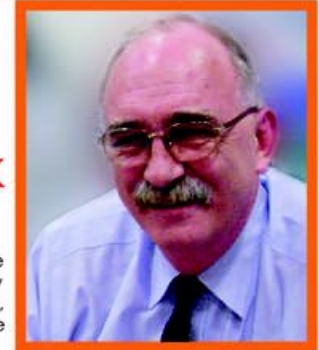
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Foreword

From The Chief Academic Officer's Desk



At Cambridge English For Life (CEFL) we believe in and practise 'managed learning'. This means that from day one of every course teachers, administrators and most importantly, learners, know what progress is being made and what needs to be done to achieve the objectives set at the start of the course.

With Placement Tests to ensure appropriate level classes and diagnostic tests to tell teachers what particular skills need to be developed, through progress checks and parent/sponsor-teacher dialogues to keep all stakeholders apprised of developments, each course is planned (managed) from beginning to end.

And at the end of most CEFL courses there are the Cambridge ESOL examinations which learners may take to give them an internationally recognised qualification.

All of our course participants whether Malaysian or International are learners who need to develop their communication skills. Our method of teaching is based on the communicative and interactive approach to learning which means that the focus of all training, whether at beginner's or more advanced levels, is on developing accuracy and fluency in language, improving reading and listening comprehension, expanding the learner's vocabulary range and refining pronunciation and intonation.

Our courses are kept under constant review and are revised and updated on a regular basis to make sure they take account of advances in teaching methodology and the changes in the world around us.

But if learners are to be engaged in the process, teaching and learning English should be an enjoyable experience and at CEFL we try to ensure that learners find their classes interesting and rewarding.

En. Kamil Harris Bin Abdullah
Chief Academic Officer



Introduction

Cambridge English For Life



Vision

CEFL aspires to be an essential reference on quality education, an institution that is an integral part of the community's success story, distinguished by our accreditation for excellence in teaching, our highly effective systematic teaching methods, our passion for knowledge and innovation, our leadership in education and language learning and our aptitude for diversity. Together with our member institutions, we will lead the way to making **today's learning tomorrow's success**. For Life.

Established in 2001, Cambridge English For Life (CEFL) is a leading provider of accredited ready to launch English language, Maths and early childhood development programmes. Thousands of parents, students and clients have benefited from CEFL programmes over the past ten years. CEFL is characterised by its unique history, a commitment to quality education, a growing network of centres in Malaysia and a strict adherence to the following guiding principles:

- Working with a trained, qualified and experienced teaching faculty,
- Keeping to its dynamic and proven syllabus,
- Offering practical courses of study leading to internationally recognised qualifications, and
- Developing lifelong skills for all age groups.

CEFL offers quality English language courses for children of all ages and for adults. The courses are designed to achieve the following outcomes:

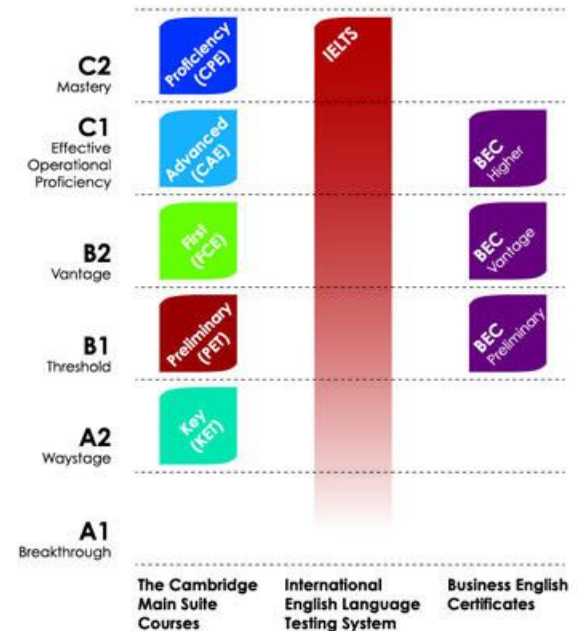
- Enhanced English language proficiency and capacity to use the language
- Development of thinking skills
- Success in the Cambridge ESOL examinations



CEFL Courses



The Cambridge Main Suite Courses (English for Academic Purposes)



English language test comparison chart.

Cambridge English For Life (CEFL) has developed courses to prepare for the University of Cambridge ESOL (English for Speakers of Other Languages) Main Suite examinations: a series of tests with similar characteristics spanning five levels of proficiency.

CEFL Cambridge Main Suite series comprises Lower Main Suite with Key English Test (KET) and Preliminary English Test (PET); and Upper Main Suite with First Certificate in English (FCE), Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE). The Upper Main Suite certificates are recognised as English language entrance qualifications by universities worldwide.

Before each CEFL course, learners take a placement test to determine at which level they should start. At the end of the course, they can opt to sit for the appropriate level test/examination from Cambridge ESOL Examinations.

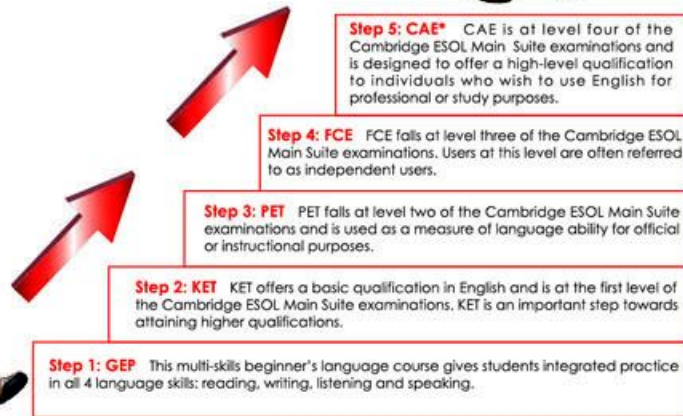
CEFL Courses

Your Pathway To Further Education



Cambridge English For Life - taking you to the next level.

Learning a language is a lifelong process that takes place in stages. That is why we have a range of exams at different levels - for young learners, teenagers and adults; for study, work and everyday life.



*CAE is equivalent to a mark of 6.5-7.0 at IELTS. IELTS (International English Language Testing System) is an English language test specially designed to assess a candidate's competency in the English language for university studies. CEFL offers an IELTS preparation course which gives learners practice in the kinds of tasks common in IELTS. It also aims to develop the skills as well as the vocabulary needed for university task completion. Lessons are test based and learners receive instruction on how to approach typical tasks, and practice in completing them.

Each step of the pathway to further education comprises a 100 hour course of study.

CEFL Courses

Business English Courses (English for Specific Purposes)



CEFL offers English courses for adults to meet a variety of needs in the workplace from conversation, through communication skills to courses providing the opportunity to acquire certificated qualifications from Cambridge.

The Cambridge Business English Certificates (BEC) Courses

The Cambridge Business English Courses leading to the Business English Certificates (BEC) are extensive business English courses designed to bring the real world of international business into the classroom and have a broad business context, suitability and value. The courses, available at three levels – Higher, Vantage and Preliminary – are intended for use by learners preparing for a career in business who may wish to obtain a business English qualification, or by those already working who want to improve their English communication skills.

The courses prepare the individual to use English in a business context and develop all four language skills: listening, speaking, reading and writing. At all three levels, the 'business' aspect of the course is reflected in the vocabulary, the types of texts selected and the situations presented in the tasks.

Conversational English

The course provides learners with opportunities to practise all four skills – listening, speaking, reading, writing – as well as vocabulary, grammar, and pronunciation. The topics have been carefully chosen to provide learners with meaningful situations through which to practise everyday English. In each unit of the course text, learners are given opportunities to read, hear and use the target language in communicative contexts.

A key strategy in the course delivery is personalised learning, where learners are given the opportunity to bring their own experiences, attitudes, and feelings into the learning process. Learning is thus made more meaningful and real, and learners are able to make systematic connections between their own experiences and the lessons in the classroom. Each unit of the course text invites the learner to relate the content of the lesson to their own life, interests, and feelings.

Business English Communication Skills

The Business English Communication Skills course which comes at 2 levels of proficiency, is designed to help participants develop and refine their language knowledge and skills for various situations requiring effective written and spoken communication.

Through practising basic planning techniques, participants will learn to construct and deliver a wide range of written and spoken communications in a clear, concise, and logical manner. In addition, participants will extend their ability to read for specific purposes.

This programme is designed to provide a variety of appropriate scenarios representing experiences from various communities, cultures and/or professional groups. These and other individual and co-operative activities on the course will help the participants to develop proficiency in the use of communication techniques for practical and realistic purposes.



Academic Policies



Orientation & Registration of New Students

All students are briefed on the first day of their session on the rules and regulations and the code of conduct to adhere to while studying at CEFL. The first hour will be used for administrative purposes, i.e. registration, orientation and collection of books and distribution of the session timetable.

Attendance

A student approach to learning English requires full participation from students and this makes attendance at classes important. Students who miss more than 5% of class hours for any one component without a valid reason will not be awarded any marks and their progress reports will record an incomplete course.

Replacement Class Policy

In the event that there is more than one public holiday within a 25 day session, replacement classes will be arranged and these replacement classes will usually be held on Saturdays.

Progress Checks / Finals

Main Suite classes require different tasks and projects, but each instructor will give the dates and procedures for completing requirements within the course. The final examination schedule for all Levels will be posted on the notice boards in advance. Assessment and progress checks are conducted throughout the course for all components.

Evaluation and Examination

Each level of the Main Suite courses runs on a five-week session. Examinations are conducted according to the Cambridge ESOL Examinations schedule.

Grading

Marks are awarded on a percentage basis as follows:

Distinction	90% - 100%
Credit	80% - 89%
Pass	70% - 79%
Repeat	0% - 69%
Incomplete	X*

*incomplete means the student has failed to meet the minimum attendance requirement to pass the course.

The following criteria for grading are adhered to:

Finals	40%
Mid-Session Progress Check / Continuous Assessment	30%
Class work / Homework	20%
Participation	10%

Pass / Repeat Policy

A student is deemed to have passed a level if he/she scores 70% in all components (Reading, Writing, Listening and Conversation). A fail mark recorded for any one component would mean that the student has to repeat that level. In special cases, where students have performed extremely well in the passed components they may be allowed to do a split-level. Another criterion for passing is fulfilment of attendance requirements.

Progress Reports

A Progress Report is given to every student on the last day of the session. It reports the student's proficiency level for Reading, Writing, Listening and Conversation.

Certificates

Certificates of Completion are awarded to students who have completed any of the integral courses, provided they record attendance at more than 95% of the classes.

Cambridge ESOL exams are provided by University of Cambridge ESOL Examinations. Certificates from Cambridge are recognised by employers, universities and government bodies worldwide as proof of an individual's language ability.

IELTS, the International English Language Testing System, is designed to assess the language ability of candidates who need to study or work where English is the language of communication. Appropriate scores for IELTS fulfil the English language requirement for entry into academic courses of the majority of institutions of higher education. Unlike the Cambridge ESOL exams, where successful candidates receive a certificate which has no expiry date, IELTS candidates will be informed of their IELTS band scores in the form of a results slip which will remain valid for a period of 2 years only. A detailed interpretation of the scores is provided upon request.

Fee Structure



	Courses										
	English for Academic Purposes					English for Specific Purposes					
	Level 1	Level 2	Level 3	Level 4	Level 5	Business Communication Skills	Conversational English	Business English Certificates (BEC)			
6 months	6 months	6 months	6 months	6 months	Level 1 & 2			Level 1 & 2	Preliminary	Vantage	Higher
Tutorial Hours	6 months	6 months	6 months	6 months	6 months	6 months	6 months	6 months	3 months	3 months	3 months
	GEP, KET, PET	KET, PET, Pre-FCE	PET, Pre-FCE, FCE	Pre-FCE, FCE, Pre-CAE	FCE, Pre-CAE, CAE/IELTS						
Tutorial Fee	(MYR) 6,000	(MYR) 6,000	(MYR) 6,000	(MYR) 6,000	(MYR) 7,000	(MYR) 7,000	(MYR) 6,000	(MYR) 3,500	(MYR) 3,500	(MYR) 3,500	
Course Text	450	450	450	450	450	300	300	150	150	150	
Materials Fee / Miscellaneous	360	360	360	360	360	240	240	120	120	120	

- * Registration for IELTS must be submitted 6 weeks prior to the intended test date.
- * Separate exam fee applies

Administration Fees for International Students

Registration	MYR 300
Visa application and processing	MYR 2,000
Medical Insurance	MYR 450

Refund Policy

All fees paid are non-refundable. Request for refund will be considered on a case by case basis. Any refunds made will be entirely at the discretion of the management.

Note: Fees are subject to change.



Information



Enrolment Process

Upon enrolment, students must

- sit for a placement test to determine their level of English Language proficiency
- pay tuition fees to cover 4 to 6 months of study
- submit complete documentation to the centre for visa applications

Immigration

The Immigration policies of Malaysia are very strict regarding the issuance of the Student Pass. Therefore, as a guest of this country, it is important that all students holding a Student Pass adhere to the regulations.

The most common concerns regarding immigration are:

Extension of Student Pass

Be sure that you know the expiry date of your Student Pass. If you are planning to continue your studies at CEFL you will have to submit your passport and all relevant documents to the Front Desk at least 6 weeks before the expiry date of your Student Pass for purposes of Student Pass Extension. The Immigration department will charge a nominal fee, which will be borne by the student, for this process. Processing of Student Pass Extensions will take at least 6 weeks.

Cancellation of Student Pass

If you are planning to leave the country and return to your country of origin, you will have to submit your passport together with a copy of your flight ticket to the Front Desk for purposes of Student Pass cancellation. It will take approximately 3 weeks for the Immigration Department to process the cancellation. Any balance of monies due to you will be refunded on confirmation of the cancellation of the Student Pass by Immigration authorities. Please note that all refunds are subject to the terms and conditions of the Refund Policy practised by CEFL.

Shortening of Student Pass

We would strongly encourage students to transfer to other colleges only on completion of the IELTS test. International students need to obtain an offer letter from the college/university of their choice before a Release Letter can be issued. The validity of your current Student Pass will subsequently be shortened to enable your new college/university to process your new Student Pass as quickly as possible. Shortening of Student Pass validity takes at least 6 weeks.

Note: Students are to keep the centre informed of their future plans upon completion of their studies with the centre. Please check on formalities with the Front Desk. If all formalities are observed, students should receive any refund due within 14 working days.

Authorisation

The Centre Director/Centre Manager or person authorised must approve all requests for Cancellations/Shortening/Refunds prior to submission to the Immigration Department.

Leave Application

International students who have studied for at least 4 months continuously are eligible for one (1) month's leave. To apply for leave, students need to complete the leave application form obtainable from the Front Desk. Their applications must receive the approval of the Academic Director/Centre Director before they can go on leave. The Student Pass may be **CANCELLED** if students do not inform the centre of their whereabouts.

Helpline

If you encounter any problems outside CEFL and need help, please contact your respective centres. The help line number can be obtained from any member of the Administrative Staff.

Medical Insurance

Medical Examination

All international students need to undergo a medical examination in their country of origin. This is to ensure that they are in good health to pursue their studies in Malaysia.

Insurance

Medical insurance for all international students is strongly encouraged. If a student has insurance coverage from his/her government or a private company, students concerned are required to sign a "Disclaimer Form".

Lifestyle in Malaysia



Working Hours

All government departments are open from 8am to 4.30pm Mondays to Fridays. Bank transactions can be conducted between 9.15am and 4.30pm Mondays to Thursdays, Fridays between 9.15am and 4.00pm.

Public Transportation

Public transportation is readily available.

Light Rail Transit (LRT)

KL city and its immediate suburbs are accessible by LRT. There are feeder buses to and from the LRT stations.

KTM Commuter

The commuter train-network provides local rail services between KL and Klang Valley suburbs and has 40 stations.

Express Rail Line (ERL)

The ERL runs from the KL Sentral Station in Kuala Lumpur to the Kuala Lumpur International Airport.

Taxis

Taxi stands are often found beside bus stops. It is easy to get a taxi in the city. If you take a taxi between midnight to 6 am, there is a 50% surcharge on the fare. Make sure the taxi driver uses the meter.

Public Buses

The main bus service companies in the city are Rapid KL and Cityliner. Most of the buses are air-conditioned. Their routes cover the Klang Valley, encompassing the city centre and its surroundings. It is easy to get buses in the city.

Sports and Recreational Facilities

Most students who reside in apartments and condominiums have easy access to in-house sports and recreational facilities.

Currency

There are many banks at the airport but moneychangers in town may give better rates. If you need money right away, do not bring bank drafts as they take time to clear. Bring travellers' cheques instead.

Phone

The deposit for fixed line phones for foreigners is RM1,000 on top of the normal deposit of RM75.

Food Facts

There are plenty of food outlets and restaurants to choose from in Kuala Lumpur.

For breads, buns, pastries and cakes, there are many good bakeries around town. 24 hour stores like 7-11 are also available.

Most Malaysians enjoy eating out at open-air hawker stalls which is often less expensive than preparing your own food at home.

Shopping

Generally, all major stores open from 10am to 10pm. There are many malls located in Kuala Lumpur. Some of the more popular ones include Lot 10, KL Plaza, Bukit Bintang Plaza, Sungai Wang Plaza, Starhill Centre, KLCC, Subang Parade, the Mid Valley Megamall and One Utama.

For daily shopping needs, hypermarkets like Carrefour, TESCO and Giant are ideal. If you do not live near these places, all residential areas have neighbourhood stores which stock essential items.

