

## Terms and Conditions for International Students

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### Introduction

It is of vital importance that International Students read and understand the following terms and conditions. We recommend that you keep this information safe for future reference.

We strongly advise students to refer to the International Student Department of Cambridge English For Life (CEFL) regarding their visas, passports as well as any other matter concerning their stay in Malaysia.

### General Rules

- Malaysian Immigration rules and regulations state that international students are not allowed to use a social or tourist visa to study in Malaysia. Prospective students must apply for a student visa at CEFL, who will then submit the student's passport to the Malaysian authorities for formal approval.
- Individuals entering Malaysia with a student visa are strictly forbidden from working under any circumstances (whether part-time or full-time). Any student found to be in employment by the Malaysian authorities will be deported.
- It is a condition of the student visa that any student who becomes pregnant will have their visa revoked.
- Any student suspected of being involved in illegal activities will be reported to the Malaysian authorities by the centre. If they are found to be guilty under Malaysian law, they will be expelled by the school and immediately deported. It is worth noting that any person found guilty of using or holding illegal drugs in Malaysia may be subject to the death penalty.
- CEFL reserves the right to announce the name of expelled and deported students on the notice board in the language centre.
- CEFL reserves the right to terminate a student's visa and declare forfeit the fees paid in the following cases:
  - The student does not attend class regularly
  - The student violates the centre's rules and regulations
  - The student violates Malaysian laws
  - The student does not enrol for the next level

### Student Visa Information

- Any student wishing to study at Cambridge English for Life must obtain a valid student visa from the Malaysian Immigration Department, and their passport must be valid for at least one year from the date of application.
- Any student studying without a student visa for an extended period of time will be considered an illegal immigrant by the government of Malaysia.
- All students must report to CEFL's International Student Department within three days of their arrival in Malaysia. They must then sign an agreement and submit their passport to the International Student Department in order to have their student visa processed.
- It is of utmost importance that students should not let their visas expire. Offenders face a minimum fine of RM 10,000 and / or five years in jail.
- If students wish to extend their visas, they must inform CEFL at least two months prior to the expiry of their current visa. Visa charges vary according to the student's country of origin. For more information and current rates, please contact the International Student Department.
- CEFL cannot guarantee that the extension application will be successful, and cannot be held liable in the event of the following:
  - The student receives a 'Warning' or 'Last Warning' letter due to poor / insufficient attendance
  - Immigration approves the student visa for less than six months
  - Immigration does not approve the extension of the student visa
- Upon course completion at CEFL, students must submit their passports to the International Student Department in order for their visa to be terminated.
- Cambridge English for Life will send confirmation of the visa termination to the last postal address provided by the student. Students may register an appeal to the International Student Department within fourteen days of having received this notification. Otherwise the student visa will automatically be void.
- It is the students' responsibility to ensure that they provide the International Student Department with accurate contact details (residential address, mobile and home telephone numbers) and that they keep the centre up to date with any changes. CEFL accepts no responsibility in the event a student visa is terminated due to insufficient or inaccurate contact details.
- Once a course start date has been agreed by the student and the centre, this date cannot be deferred.
- Students wishing to return to their home country for a holiday after six months of study must inform the International Student Department of their travel dates and provide a copy of their ticket in order to ensure that their journey

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does not contravene Malaysian visa regulations. Please take note that students will not be allowed back into Malaysia if their visa has expired.

- Students unable to come to class need to apply for leave from the International Student Department. Any student absent for three days without official approval from CEFL will be reported to the Immigration Department.
- In the case of an emergency requiring the student to leave the country, it is vital that they inform the International Student Department personally as soon as possible.
- Emergency leave is subject to approval from the Management and if granted, will be for a maximum of one week.

### *Disclaimer*

CEFL is not to be held liable in any of the following eventualities:

- Additional fees requested by Immigration authorities. These are under the jurisdiction of the Malaysian Government, and the International Student Department cannot amend these charges or provide financial support with payment.
- The student visa being rejected by the Immigration authorities. In all cases we will respect the decision made by the authorities as final and unalterable.
- Processing delays in obtaining the student visa. Certain passports require longer processing time than others. It is the student's responsibility to allow adequate time for processing before the course start date.

I have read and understood the above Terms and Conditions and agree to abide by these regulations.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

I.C./ Passport Number: \_\_\_\_\_ Date : \_\_\_\_\_