

OFFICIAL USE ONLY

Reference Number:

1. Personal Details

Surname (as on passport):

First Name (as on passport):

Male: ☐ Female: ☐ Nationality: Date of Birth:

Passport number: Date of issue: Date of expiry:

2. Contact Details

Permanent Address**Correspondence Address** (if Different).....
.....
.....
..........
.....
.....
.....Tel:
(including country and area code)Tel:
(including country and area code)Fax:
(including country and area code)Fax:
(including country and area code)

Email:

3. Course Details

English Programme minimum entry requirement IELTS 4.0 (or equivalent)

English programme 9 months (Recommended minimum IELTS entrance score 4.0 – 4.5) ☐English programme 6 months (Recommended minimum IELTS entrance score 4.5 – 5.0) ☐English programme 3 months (Recommended minimum IELTS entrance score 5.0 – 5.5) ☐5. Have you previously applied to ICE or its affiliated colleges? Yes ☐ No ☐

If yes, when?

6. Do you have any friends or relatives currently studying at ICE or its affiliated colleges? Yes ☐ No ☐

If yes, give details:

7. How did you hear about ICE?

Friend ☐ Media (Advert, Exhibitions etc) ☐ Agent ☐ Website ☐ Representative ☐

Give brief details of the above source:

4. Education

Please choose a qualification you hold and tick the box:

- | | |
|-------------------------------------|--------------------------|
| Higher/Secondary School Certificate | <input type="checkbox"/> |
| GCSC/A-Level/BTEC (or equivalent) | <input type="checkbox"/> |
| Undergraduate degree | <input type="checkbox"/> |
| Post-graduate degree | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

If other, please give details:

6. Who will pay your tuition fees? (please tick appropriate box):

Yourself ☐ Family member (Parents) ☐ Sponsor/Your Employer ☐

The following documents must be submitted with your application form:

- Copy of passport
- Proof of IELTS (or equivalent) score (if available)
- Relevant attested photocopies of your educational qualifications.

Please provide official English language translations of these documents where appropriate.

Terms and Conditions of Students of ICE [Part 1 of 2]

THESE TERMS AND CONDITIONS ARE A PART OF THE CENTRE REGISTRATION REQUIREMENTS AND ARE TO BE AGREED TO BY ALL STUDENTS WHO ARE REGISTERED ON ANY OF THE PROGRAMME AT THE CENTRE

The following terms and conditions are the explicit responsibilities of each student while he/she is registered at the Centre and are not the responsibility of a third party. Please ensure you have read both pages of the agreement in full before signing this document:-

Personal details requirements

- 1) I agree to inform the Centre immediately and without ANY delay, of changes to my personal details while I am a student of the Centre (All students are required to note that this INCLUDES: ANY changes to your contact and personal details including – your residential address, your telephone number, your mobile number, your next of kin, your personal status, any other change, etc.)
- 2) I agree to provide the Centre with any changes to my passport details.
- 3) I agree to inform the Centre of any significant changes in my personal circumstances (including financial circumstances)
- 4) I agree to immediately inform the Centre if I am found in breach or violation of any Laws. (Including - Civil, Criminal, Immigration, or other Government law or regulations).

Attendance and absence from study

- 5) I understand that during teaching semesters/term time that there is no leave of absence given for overseas national holidays or attendance at family functions etc.
- 6) I understand and agree that I cannot change, defer or withdraw from the programme of study offered, without prior written permission from the school.

Misrepresentation and providing false or misleading information

- 7) I understand that if I have deliberately provided misleading information, or misrepresented or falsified in any way the information which I have used to support my entry to the programme of study for which I am registered, or to which I am applying, then the School reserves the absolute right to terminate my studies forthwith and require me to leave the School premises immediately.
- 8) I understand that if I have submitted any misleading or falsified work as a part of the academic work which I submit for assessment for my programme of study then the Centre may terminate my studies forthwith subject to the centre academic regulations.

Code of behaviour and conduct

- 9) I understand and agree that if in the opinion of the Centre I am found to be disruptive or participate in illegal or similar activity, or if I engage in any academic malpractice or misrepresentation, or if I do not attend or do not make required academic progress the Centre has the absolute right to terminate my Registration at any time and require me to withdraw from the programme and the Centre premises.
- 10) I understand that formal disciplinary action may be taken against students for any inappropriate form of behavior or conduct which could lead to exclusion/termination from the course
- 11) I understand that I and all students are expected to conduct themselves with integrity in their academic and public activities at all times and must behave in a respectful manner and that any student who contravenes this could have their registration terminated.

Terms and Conditions of Students of ICE [Part 2 of 2]

Registration requirements

- 12) I understand and agree that I am required to register for the programme of study to which I have been admitted on the day and date indicated in the offer letter which I have received and that if there is any delay to my arrival due to valid reasons then I may be required to start and be admitted to and register for the programme at next available cohort entry and commencement date. I understand that all such deferral of entry to a programme is (a) subject to prior agreement by the Centre (b) subject to the absolute discretion of the Centre and (c) may not be guaranteed. Other causes of delay in registration for the programme of study (private personal problems, home sickness, problems with accommodation etc.) will mean that students will not be registered.
- 13) I understand and agree to the Centre reserving the absolute right to capture and store my photographic, biometric and any other required details for administrative purposes and college documentation, including student photo ID cards, attendance and academic records, and other relevant records.
- 14) I also give full permission for the centre to contact my prior institutions of learning, for the purpose of verification of my previous academic qualifications.
- 15) I agree to inform the Centre immediately if I decide to defer, suspend my studies or withdraw from the course
- 16) I understand that the Centre will only run a programme if there is sufficient demand and that if an insufficient number of students are enrolled on a course, ICE reserves the right not to run the programme and in this event you may be offered an alternative course.

Academic requirements

- 17) I understand and agree that (a) I am required to and will attend all teaching sessions delivered as a part of the programme to which I have been admitted (including lectures, seminars, tutorials, and all other teaching sessions) as these are stated on my timetable and (b) that I will meet and comply with all assessment submission deadlines and undertake all required academic work for all programme assessments and examinations in whatever form these are required.
- 18) I understand that if my attendance falls below 80%, this could lead to disciplinary action, including termination of my studies and exclusion from the programme of study. I understand that any leave or absence from study must be approved, in writing, by ICE prior to the leave or absence being taken by me.
- 19) I understand that it is my responsibility to be fully aware of the subjects that are offered on my programme of study and the facilities and services offered by the Centre in support of my study and that it is my responsibility to ensure that I make use of these facilities and learning opportunities.
- 20) I understand that programmes and modules could be subject to change and could vary from time to time and that the Centre reserves the right to change the curriculum of the programme and that in the event of a programme being withdrawn a suitable alternative will be provided with an alternative institution, if required.
- 21) I understand and agree that I will be required to purchase recommended textbooks and a personal laptop/computer for all study modules prior to the commencement of the course.

Progression on the programme

- 22) I understand that to progress academically while a student then I am required to meet the assessment progression requirements for the programme. I understand that the Centre Regulations only permit a maximum number of assessment failures and that if I exceed this then my registration is liable to be terminated and I will be asked to leave the programme.

Fees and costs

- 23) I understand that the academic fee which I am required to pay includes all costs associated with recruitment, admission and the cost of my tuition and that details of the Centre fee refund policy is set out below:
 - (a) Fees will be refunded in full, if the student's application is declined by ICE
 - (b) In the case of overseas students, if the student's visa is refused, all fees will be refunded in full, except registration and Visa processing fee
 - (c) If a request of refund of fees is made one month prior to the course commencement date, up to 90 % of the fee paid will be refunded
 - (d) If a request of refund of fees is made 2 months prior to the course commencement date, up to 50% of the fee paid will be refunded
 - (e) If a request of refund of fees is made after the course has commenced, there will normally be no refund or fees. Any fees refunded in such a situation is at the sole discretion of ICE, and its decision will be final.

Acceptance of terms and conditions

I understand that I am accepting and agreeing to the terms and conditions indicated above.

I understand that the Signature of this application by the applicant / student indicates full acceptance of the terms and condition by the student.

I confirm that to the best of my knowledge the information given in this form is correct. If accepted on this course, I agree to abide by the above terms and conditions.

Applicant's Signature : _____ Date: ____/____/____

Kindly return the completed application to:

International Centre for English

Level 10, Southern Tower, First Subang, Jalan SS15/4G, 47500 Subang Jaya, Selangor D.E, Malaysia

Tel: +603 5612 4919

www.ice.edu.my