

# Price List

Global English Centre

## FEES

Invoice Particulars	Cost
Registration and Enrolment	USD 300
Textbooks	USD 75
Additional Textbooks	USD 30
24 Hours Airport Transfers (Arrival and Departure)	USD 75
Student Visa Application (3 months)	USD 250
Student Visa Application (6 months)	USD 450
Student Visa Extension	USD 90
Accommodation Deposit (Refundable)	USD 50
Tour Activities (Optional Organised Weekend Activities)	USD 5—150
Volunteer Activities Registration Fee	USD 250

## COURSES

Program	Enrolment	1	2	3	4	6	8	10	12	24
IEP	300	280	560	840	1120	1680	2240	2800	3360	6720
IELTS	300	310	620	930	1240	1860	2480	3100	3720	x
TOEFL	300	310	620	930	1240	1860	2480	3100	3720	x
English for Children	300	280	560	840	1120	1680	2240	2800	3360	6720
Young Learners	125	150	300	450	600	900	1200	1500	1800	3600
Volunteer	300	280	560	840	1120	1680	2240	2800	3360	6720
Work Experience	300	TD	TD	TD	TD	TD	TD	TD	TD	TD
Study Tours	300	TD	TD	TD	TD	TD	TD	TD	TD	TD

Note: All course fees are calculated in USD

## ACCOMMODATION

Weeks	Share House	Student Lodge	Homestay (HB)	Homestay (FB)	Live With Teacher	Self Service Apartments	Tune Hotel
1 weeks	USD 105	USD 155	USD 170	USD 190	USD 270	USD 450	USD 150
2 weeks	USD 210	USD 260	USD 320	USD 370	USD 450	USD 900	USD 300
3 weeks	USD 315	USD 365	USD 470	USD 550	USD 630	USD 1350	USD 450
4 weeks	USD 245	USD 295	USD 400	USD 500	USD 580	USD 1200	USD 450
5 weeks	USD 350	USD 400	USD 550	USD 680	USD 760	USD 1650	USD 600
6 weeks	USD 455	USD 505	USD 700	USD 860	USD 940	USD 2100	USD 750
7 weeks	USD 560	USD 610	USD 850	USD 1040	USD 1120	USD 2550	USD 900
8 weeks	USD 490	USD 540	USD 800	USD 1000	USD 1080	USD 2400	USD 900
9 weeks	USD 595	USD 645	USD 950	USD 1180	USD 1260	USD 2850	USD 1050
10 weeks	USD 700	USD 750	USD 1100	USD 1360	USD 1440	USD 3300	USD 1200
11 weeks	USD 805	USD 855	USD 1250	USD 1540	USD 1620	USD 3750	USD 1350
12 weeks	USD 735	USD 785	USD 1200	USD 1500	USD 1580	USD 3600	USD 1350

Note:

HB = Half Board (Homestay accommodation without Meals)

FB = Full Board (Homestay accommodation with Breakfast and Dinner Meals)

Live with Teacher = Homestay style accommodation with Breakfast and Dinner Meals

Fees listed are subject to change without prior notice

# School Rules and Regulations

## General Provisions

### 1. Designation

The official name of the school is **Global English Centre Sdn Bhd** formally known as **Global English Centre**. The school is located in Kota Kinabalu, Sabah, East Malaysia and shall be referred to as **GEC**.

### 2. Bylaws Agreement

All students must sign the Student Agreement before they start at GEC. By signing the agreement the student agrees to observe all the rules and regulations of GEC.

### 3. Student Insurance

In order to maintain the safety of all students and their belongings strict rules and regulations are enforced. Before coming to GEC, students who have insurance should get an insured amount form from the insurance company of their choice in their home country. GEC is not liable for student property that is stolen or damaged.

### 4. Refunds after Expulsion

In the case of expulsion due to improper demeanour of the student, no refund will be made.

### 5. Responsibility

GEC bares no responsibility for the student upon the end of his/her school life herein or after graduation or expulsion and student visa will be cancelled.

### 6. Registration and Extensions

- 6.1 There is one (1) time non-refundable USD 300 registration fee for all students.
- 6.2 Not more than a maximum of 5 days (excluding legal holidays) after the application an invoice will be presented. The tuition and accommodation fees must be paid in full at least two (2) weeks before the start of study.
- 6.3 In case of a visa extension, the student must inform the administration office and apply at least four (4) weeks in advance of their scheduled departure date. Payment must be submitted two (2) weeks prior to the first day of the extension. Failure to pay their tuition fee two (2) weeks in advance will result in an automatic cancellation of their application.
- 6.4 After the registration and prior to the commencement of study, the departure date can be changed once (1). The second (2) change will incur a service charge of USD50.
- 6.5 The tuition fee cannot be forwarded or transferred to another person.
- 6.6 Students are responsible for the additional costs of services below:
  - a) Visa extension fee: GEC's staff will handle the paper work to extend the student's visa on their behalf in order to prevent penalties from the Malaysian Immigration Department. Students must pay the full amount in advance before GEC staff commences the student visa extension process.
  - b) Students must sign Form HIF 26 & HIF 6 visa extension forms which will be provided by GEC staff. Students must also provide the necessary photos as required by the Malaysian Immigration Department at the time of signing the forms.
  - c) Course and accommodation fees, extensions, changing courses or accommodations may incur additional charges in accordance with the provisions stated by GEC.
  - d) Other travel, medical costs, telephone costs, and personal allowances are the sole responsibility of the student.
  - e) Students are required to state on the application form any allergies, medical conditions, or handicap they have. This is for the protection of the student, GEC, and other students. In the case of extreme medical conditions, GEC reserves the right to refuse the application.

### 7.0 Refund Policy

The registration fee and accommodation fee is non-refundable.

#### 7.1 Pre-departure

- a) Students who cancel at least 2 weeks prior to their scheduled departure date may receive a full 100% refund for their tuition fees
- b) Students who cancel between 2 weeks up until 4 days prior to the scheduled departure date will be refunded for 50% of their total tuition fee.
- c) Students who cancel 3 days prior to scheduled departure date will be refunded for 25% of their total tuition fee.
- d) No tuition fees will be refunded if Students advise cancellation on or after the course commences.

Durations	Registration	Dormitory	Tuition
Cancellation before 14 days	No refund	No refund	100%
Cancellation before 4 days to 14 days	No refund	No refund	50%
Cancellation before 3 days	No refund	No refund	25%
Cancellation on or after course commencement	No refund	No refund	No refund

#### 7.2 After departure

- a) If upon arrival the student cancels, all amounts are non-refundable.
- b) All refund amounts will be processed within 30 days and given by each respective agency.
- c) GEC's minimum registration period is 1 weeks and for registrations less than 1 week, there will be no refund.
- d) If students are late or absent from the opening date, there will be no refund and no make-up class.
- e) In the case of unforeseeable circumstances (eg Student's illness, death in student's immediate family, etc.) GEC will refund 50% of the student's tuition costs regardless of the notice date. (Medical certificate will be required)

### 8.0 Disclaimer Policy

- 8.1 GEC or its agents shall not be liable for canceled or extended flight schedules due to a natural disaster
- 8.2 GEC is not liable for any accidents outside of its premises without the permission of GEC.
- 8.3 GEC is not liable for any student outside of its premises without the expressed permission of GEC to participate.
- 8.4 GEC is not liable for damage of property or life during travel in or out of Malaysia.
- 8.5 Classes are held five (5) days a week. However, GEC will not compensate for Malaysian National holidays, and special Sabah holidays or cancellations due to blackouts or natural disasters or acts of war.
- 8.6 GEC has the authority to change its prices to adhere to the exchange rate and or tax increases in accordance with the relevant laws of the Malaysian government. If necessary, GEC can change the opening date or Course curriculum & Program for the better quality of study
- 8.7 GEC has the right to expel students who do not adhere to the rules and regulations of the school. Students who have truancies, commit acts of violence, are under the influence of drugs or alcohol, have bad attitudes, or anything themed to prevent a positive academic atmosphere will be expelled.
- 8.8 If any student or students lead a meeting or gather a group for bad purposes that would put GEC in disrespect or danger in any way, GEC has the right to expel those students without notice and can ask for compensation.
- 8.9 When a student is expelled GEC will inform the parents and or agent.

## Academic Policy

### 1. Class Attendance and Class Changing

- 1.1 Students MUST complete their Online Placement test at least 1 week prior to their departure date.
- 1.2 GEC has the sole discretion to arrange students' class and teachers.
- 1.3 Students must be in their classrooms within 5 minutes of class starting time, otherwise they will not be allowed to participate and will be marked absent.
- 1.4 In order to maintain school professionalism we ask students to refrain from wearing short skirts and revealing clothing.
- 1.5 Students will be allowed to change class levels if they demonstrate the appropriate knowledge required to keep-up in the new level class. If a student wants a class change he/she must make an appointment for consultation with the school's Director of Studies. The decision will be made after consultation with teachers and consideration of the student's attendance, writing ability, and study duration. If the change is approved the student will then begin their reassigned class the following Monday.
- 1.6 If there is a problem with a class due to unexpected circumstances a substitute teacher will be provided.

### 2. Class & Weekly Practice Test Attendance

- 2.1 If a student's attendance drops below 50% during their scheduled study time a warning notice will be issued.
- 2.2 Daily attendance is mandatory during the whole study period.
- 2.3 All students must participate in the regular test program administered in all classes in accordance with GEC regulations.
- 2.4 Students who fail to take the weekly test are subject to a warning based on GEC academic regulations.
- 2.5 In order to take the Exit Test for all classes, students must have attended 70% of the allotted class days.
- 2.6 A score of 70% on the Exit Test is required in order to advance to the next level or class.

### 3. GEC Graduate Certificate

- 3.1 A graduate certificate will be given to students in their last week who have attended more than 80% classes. If the attendance ratio is below 80%, a graduate certificate will not be issued.
- 3.2 An internationally recognized certificate will be given for students in participating in the IELTS, TOEFL, English + Work Experience, and English + Volunteer programs.

## Admin Regulations

### 1. Accommodation Regulations

- 1.1 Accommodation room assignments are a unique privilege of GEC. All students must live in the assigned room unless there is an acceptable valid reason for a change.
- 1.2 Subject to availability, students who wish to change their rooms due to personal reasons will be charged USD 20.
- 1.3 At the time of registration students must sign the accommodation agreement form. Failure to abide by the rules and regulations of the accommodations agreement may result in fines or expulsion.
- 1.4 Students are required to clean their own rooms, the appropriate equipment is provided by GEC.
- 1.5 Students are responsible for purchasing their own washing powder and washing their own clothes.
- 1.6 Personal toiletries will not be provided by GEC and is the responsibility of the student. Students are also responsible for keeping the bathrooms clean after use.
- 1.7 Students are not allowed to have overnight guests in the shared accommodations.
- 1.8 If a GEC employee has been accused of theft, GEC will not be held liable until after a thorough investigation by authorities have been made.
- 1.9 All furniture is the sole property of GEC. Students who damage any property or remove them from the school will be held responsible for full reimbursement.
- 1.10 Cooking and eating food is allowed in the accommodations however students are requested to pay special attention to fire safety and have consideration for other students staying in the accommodations, failure to do so could potentially result in a warning and expulsion. Students are responsible for cleaning the kitchen areas after use, washing used dishes, wiping counters, table, etc. Students can also eat food in the many international restaurants surrounding GEC.

### 2. Deposit Regulations

- 2.1 Upon arrival at GEC, an initial USD 50 or RM 150 room deposit must be made (100% refundable). When students check out and return their room key the accommodation deposit will be refunded 100% in full.
- 2.2 Students are responsible for monitoring their usage of the water and electricity. Students that use excessive amounts of water and electricity will be issued with a warning, after the third warning the students accommodation will be forfeited.

### 3. Drink & Smoking Prohibitions

- 3.1 Bringing liquor/alcoholic beverages inside campus is strictly prohibited. Violent behaviour, vandalism, disturbance of peace, or fights after drinking will result in a warning or expulsion according to the regulations of GEC and Malaysian Laws.
- 3.2 In order to keep a pleasant dormitory environment and prevent the risk of fire, smoking is only permitted in designated areas. If a student is caught smoking in their rooms or is caught throwing away the cigarette butts, it will result in a warning and they will be charged USD 20 for cleaning up procedures.

### 4. Cleaning & Laundry

- 4.1 Housekeeping is done daily in the general areas of the shared accommodations and once per week in private accommodations. If there is a proper reason, students can ask to change bedding.
- 4.2 Laundry drop off is available at the various laundromats around GEC. Delicate or expensive clothing can be damaged by laundries and GEC is not responsible for any colour damage, alterations, lost or damaged items.

### 5. Warnings, Penalties and Grounds of Expulsion

- 5.1 Students will be expelled without a warning if they enter the opposite gender's rooms, or is caught drinking in the rooms, or damage the pride of GEC with any improper purpose.
- 5.2 Students will receive warnings and be on grounds of expulsion if their attendance rate is less than 50%, cause too much excessive noise inside campus, or commit violent acts towards each other or make threats to managers. All final decisions will be made by GEC.
- 5.3 Receiving 5 warnings will result in immediate expulsion.