



## SECTION 4 TERMS AND CONDITIONS

### 1 Fees

- 1.1 An application fee of (Individual RM100/ Company RM1,000) must accompany all applications.
- 1.2 All fees must be paid prior to the commencement date of each course.  
Please do not send cash payments through post.
- 1.3 Cheques should be made payable to **LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY SDN. BHD.**
- 1.4 Registration fees are not transferable, refundable and cannot be deferred.
- 1.5 Failure to settle outstanding fees within the prescribed period may result in exclusion from the Centre's Register.
- 1.6 Any refund of fees or deposit, where applicable, will be at the discretion of the Centre's Finance Office.

### 2 Withdrawal

- 2.1 Trainee must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 Please note that in the event of a trainee failing to complete a course of study the Centre is not obliged to return any part of the fees paid by or on behalf of the trainee.

### 3 Rules and Regulations

- 3.1 All trainees must abide by the Centre Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 3.2 Any criminal activities on the Centre's premises will be reported to the relevant authorities.
- 3.3 The Centre and its management will not be held responsible for any damages, losses or injuries arising from the course of enrollment with the Centre.
- 3.4 The Disciplinary Board has the authority to suspend or/and expel any trainee behaving in a manner that affects the good name and security of its staff and trainees.
- 3.5 The University reserves the right to revise the Centre Rules and regulations without prior notice.

### 4 The University reserves the right to accept or reject any application without assigning any reason.

## SECTION 5 ADMISSION PROCEDURE

Please attach the following when you submit your application

- 1 Completed Application Form
- 2 Registration Fee (Individual RM100/ Company RM1,000). Cheques should be payable to **LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY SDN. BHD**
- 3 Photocopy of Identity Card
- 4 3 Passport size photographs with name written on the reverse

Check List For Office Use

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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## SECTION 6 DECLARATION

Please refer to Section 4

We confirm that, to the best of our knowledge, the information given in this form is correct and complete. We have read the instructions, in particular those relating to this section. We understand what it says, and abide by the conditions set out there, which we accept as conditions of this application.

Applicant's Signature
Date

Company Seal
Date

Please send the completed form to:

