INTERNATIONAL STUDENTS RULES AND REGULATION

1. All International students **MUST** obey Malaysian Law and the rules and regulations of Malaysian Immigration. Offenders will be prosecuted or sent back to their own countries. All international students must read and understand these rules and regulation, and retain for for future reference.

2. A valid student visa issued by the Malaysian Immigration and passport with at least 6 months of validity period is a MUST for any International student to study at Pusat Bahasa Spektrum.

3. According to the rules and regulations of the Malaysian Immigration, students are not allowed to use a social or tourist visa to study in Malaysia. The student must submit his/her application to our centre. The international student department will submit the student’s passport and visa to the immigration to further process the student visa when the student reports to the school.

4. If a student wishes to transfer to another school in Malaysia, they must inform the Student Coordinators of their intention to transfer and complete the necessary documentation.

5. Students are **FORBIDDEN** to work while studying in Malaysia. Student who enter Malaysia with a student visa are not allowed to work in any form (be it part-time or full-time). Any student caught by Immigration will be sent back to their respective country.

6. Attendance will strictly monitored by the school. Attendance of less than 80% shall be issued a warning letter. After two warnings, the student shall be expelled and student visa cancelled. Student will have to leave Malaysia.

7. Every student must apply for a student ID card. The validity of the card is one year. A student with an invalid card or who is unable to produce the student card will be barred from attending classes.

8. Student ID card is meant for identification at Pusat Bahasa Spektrum. It is not transferrable, not to be altered, not to be lent to others and should not be lost. An expired card is invalid and hence not accepted for use of identity.

9. All students are forbidden from propagating rumours that are detrimental to amicability and unity among students and reputation of the school. The school has the right to expel any defiant students. Should the situation deemed fit, the school shall resolve to take legal action against the said student(s).

10. Students are not permitted to promote external courses of studies or activities of other institutions or to carry out direct sales activities resulting in their monetary gains. Should any student found in involving in such activities, the school reserves the right to report them to the relevant authorities, as well as to take relevant legal action.
action against them. Person(s) who reported such violations to the school shall be rewarded in accordance to the severity of each case.

11. A course enrolled under the name of a particular student, is not transferable or refundable at any time.

12. According to Malaysian law, if a student is involved in illegal activities, the college must report this to Immigration authorities. If a student is found guilty by the Malaysian law, the college will expel and send the student back to his/her respective country. Be warned that any person found guilty of using or holding illegal drugs is sentenced to death.

13. The International Student Department will announce the name of students expelled by the college or Immigration on the notice board.

14. A student visa is a compulsory document that allows foreign students to study in Pusat Bahasa Spektrum. Not having a student visa makes one an illegal immigrant in Malaysia. Because of this, all students must report to the International Student Department not more than 3 days upon their arrival to Malaysia. Students must pay the full amount of school fees, sign enrollment agreement and submit their passport to the international student department to process the student visa. The staff of the International Student Department will also assist students in opening a bank account.

15. Students are warned NOT to let their student visas expire! The penalty for overstay in Malaysian are as follows: Fine for minimum of RM10, 000, a maximum of 5 years in jail or both. The offender will have to appear in court.

16. If one of the following situations occurs, students must submit their passport to the International Student Department of Pusat Bahasa Spektrum:
   • Graduation of study.
   • Intent to transfer to another college for continued studies.

17. Pusat Bahasa Spektrum reserves the rights to terminate the student visa and forfeit all fees and deposit paid, if the student:
   • Does not attend school regularly.
   • Violates the school’s rules and regulations.
   • Violates the Malaysian laws or Malaysian Immigration laws.

18. Pusat Bahasa Spektrum will inform a student regarding termination of visa via mail according to the latest address provided by the student. The student must register their appeal to the management of Pusat Bahasa Spektrum within 14 days upon receipt of the notification, or else the student visa will void automatically.

19. A student must provide information such as residential address, contact number (house phone or mobile phone number), and it should be updated constantly. The International Student Department will not be liable for the termination of student visas due to students providing insufficient contact details.

20. A Student can not delay the date of coming to school.
21. No leave is allowed or will be granted during the period of studies in Pusat Bahasa Spektrum. In the event a student takes leave without permission, the school fee will continue to be deducted for the time they were not in school. Emergency leave is subject to discussion with the Management and will only be given for one week.

22. If a student wishes to go back to their own country for holiday after 6 months of study, it must be done within the school holiday period and the holiday time must not exceed 2 weeks. The student must inform the International Student Department regarding the exact departure and arrival date and present their air ticket to the International Student Department. This is to ensure the student’s VISA is in good condition for travelling abroad.

**Note:** Students will not be able to re-enter Malaysia if their VISA is on record as being overdue.

23. If a student cannot come to class, they will need to submit a legitimate letter to apply for leave from the International Student Department and needs the approval from the Principal.

**Note:** If any student does not come to class for 3 days without approval from the International Student Department, Pusat Bahasa Spektrum will inform the Immigration of the student’s absenteeism, as is required by Immigration law.

24. If a student must leave the country because of an emergency, they should inform the International Student Department personally and show proof of the need.

25. Students are instructed to refer to the International Student Department on issues regarding passports, visas and other matters involving international students. It is not advisable to rely on information from personal contacts as the rules and regulation of Immigration and Pusat Bahasa Spektrum are subject to change with little warning.

26. The International Student Department will not be liable on the following issues:

- Additional fees requested by the Immigration. These are ordered by the government, which the International Student Department must abide by.
- If the visa is not approved by Immigration, the college will have to respect the decision made by Immigration.
- If Immigration delays on processing, it is because the Immigration office often needs more time to verify