





## SECTION 7 TERMS AND CONDITIONS

### 1 Fees

- 1.1 An application fee of RM300/USD100 must accompany all applications.
- 1.2 All fees must be paid within 7 days of the commencement date of the each new semester. 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 With regard to payment by installment, the following apply.
  - A nominal surcharge on course fees will be levied on late payment.
  - Fee payment by installment as specified by the Finance Office will attract a nominal surcharge.
- 1.5 Registration fees are not transferable, refundable and cannot be deferred.
- 1.6 Failure to settle outstanding fees within the prescribed period may result in exclusion from the University's Register.
- 1.7 Any refund of fees or deposit, where applicable, will be at the discretion of the University's Finance Office.

### 2 Withdrawal

- 2.1 Students must inform the Registrar in writing if they are withdrawing from a course of study.
- 2.2 Notice of withdrawal must be given one month prior to the commencement of the semester for a refund of course fee to be considered. The administrative charge for this is RM500.00.
- 2.3 Please note that in the event of a student failing to complete a course of study, the University is not obliged to return any part of the fees paid by or on behalf of the student.

### 3 Deferral

- 3.1 The student must apply to the Registrar in writing. Please note that this can only be granted in exceptional circumstances, usually medical, and only when a reassessment opportunity is available at a future date. No deferral is allowed after 14 days from the commencement date of the new semester.
- 3.2 In the event that a deferral is granted, a deferral fee of RM500.00 is payable.
- 3.3 Students who interrupt their studies should be aware that their current course cannot be guaranteed to resume following re-admission as if no interruption had occurred and that it is their responsibility to make themselves familiar with any changes in the course syllabus or assessment policy that may have taken place during their absence.

### 4 Transfer between Courses

- 4.1 A student may transfer from one course to another within the University only with the agreement of the appropriate authorities. No transfer will be allowed after 14 days from the commencement date of the new semester.

### 5 Add / Drop Module(s)

- 5.1 Students must apply within 4 weeks from the date of semester commencement, and must obtain approval from programme leaders.

### 6 Rules and Regulations

- 6.1 All students must abide by the University Rules and Regulations. Failure to do so may result in expulsion, suspension, private or public sanctions.
- 6.2 Any criminal activities on the University premises will be reported to the relevant authorities.
- 6.3 The University and its management will not be held responsible for any damages, losses or injuries arising from the course of studentship with the University.
- 6.4 The Disciplinary Board has the authority to suspend or/and expel any student behaving in a manner that affects the good name and security of its staff and students.
- 6.5 The University reserves the right to revise the University Rules and regulations without prior notice.

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

### 8 Fees quoted in USD will be revised as and when the need arises from the fluctuation of the currency exchange rate.

## SECTION 8 ADMISSION PROCEDURE

Please attach the following when you submit your application

	Check List	For Office Use
1 Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2 Registration Fee of RM300/USD100. Cheques should be payable to <b>LIMKOKWING UNIVERSITY OF CREATIVE TECHNOLOGY SDN. BHD.</b>	<input type="checkbox"/>	<input type="checkbox"/>
3 Certified copies of Academic Results relevant to entry requirements	<input type="checkbox"/>	<input type="checkbox"/>
4 A minimum IELTS score of 6.5 or equivalent for students whose first language is not English <i>(those students whose baccalaureate degree was taught and examined in English are exempted from this requirement)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5 Photocopy of Identity Card <i>(Local students only)</i> Three (3) passport copies including all blank pages <i>(International students only)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6 3 Passport size photographs with name written on the reverse <i>(Local students only)</i> 6 Passport size photographs <i>(International students only)</i>	<input type="checkbox"/>	<input type="checkbox"/>
7 Employer testimonial / recommendation letter.	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 9 ENTRY REQUIREMENTS

- Diploma / non-degree holders must have a minimum of 3 years working experience at managerial level.
- Pass a recognised Bachelor Degree programme or equivalent in the relevant field; with a minimum 2nd Class Lower
- The University will consider applications with advance standing; and those in possession of either equivalent post graduate credits from any other Higher Education Institute; or relevant work experience.

### FOR OFFICE USE ONLY

Application Accepted  Full Offer  Conditional Offer

Semester Admitted 

1	2	3	4	5
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Conditions \_\_\_\_\_

Exemptions \_\_\_\_\_

English Requirements \_\_\_\_\_

Remarks \_\_\_\_\_

Counselled by  
Name in Full \_\_\_\_\_

\_\_\_\_\_ Date

Enrolled by  
Name in Full \_\_\_\_\_

\_\_\_\_\_ Date

Data Entered  Letter of Offer Issued

\_\_\_\_\_ Date

Please send the completed form to :

