
LEA POLICY

1. I hereby agree that the Registration Fee paid is, under any circumstances, **NON REFUNDABLE**.
2. I hereby agree that all initial fees paid as stipulated in the Letter of Acceptance/ Conditional Letter of offer/ Conditional Letter of Acceptance are not refundable.
3. In the event that a refund is requested and once the initial fees are fully utilized, a refund amounting to 30% of the Approved Course Selection tuition fees for the immediate semester will be allowed, provided that the application for the said **refund is made 7 WORKING DAYS AFTER THE COMMENCEMENT OF THE FIRST CLASS**, this deadline is imperative to be complied with, failing which LEA English Centre will not entertain any request for refund. All application should be duly submitted in the prescribed form and not in any other manner whatsoever.
4. I hereby agree that LEA English Centre will not refund any fees paid, include of the following: Registration Fee; International Student Deposit; Student VISA & Insurance Fee and Security Bond. However, this is provided that no rules or regulations have been breached.
5. I hereby agree that at all times, it is imperative that all rules and regulations are strictly adhered to, failing which LEA English Centre shall forfeit all Refundable Deposits and the said deposits may be required to be paid once again, where applicable.
6. I hereby agree that in the event that I fail to settle my fee in accordance to the respective due date, I shall be liable to pay the late payment charges that shall be levied accordingly by LEA English Centre.
7. I hereby agree to READ and understand all LEA English Centre Rules and Regulations in the Students' Handbook at Students' Portal. (students.lea.edu.my).

** These are only part of LEA'S important policies, kindly refer to Students' Handbook at students' portal (students.lea.edu.my) to read the policy in full.*

I hereby understand and agree that it shall be my responsibility to know and abide with all relevant and applicable rules and regulations of LEA English Centre. I hereby declare that all information herein provided is complete, accurate, true to the best of my knowledge. I also hereby agree that LEA English Centre reserves the right to verify the same and I also agree that LEA English Centre reserves the right to vary or reverse any decision in respect of my registration in the event that the said information is found to be untrue, incorrect, and incomplete. I also agree that in the event that LEA English Centre shall forfeit the said fees, I shall not have any claim whatsoever against LEA English Centre. I also agree that LEA English Centre reserves the right to alter, amend, change or modify the current published fees and all fees payable shall be the published fees at the time of payment.

Signature _____

Date _____

To be signed by parent/ guardian/ sponsor of student under the age of 18.

Signature _____

Date _____