

TERMS AND CONDITIONS:

- Fees are applicable to students registering or re-registering in the year 2025/2026

No	Programme Name	Registration & Administration Fees	Total Tuition Fee	Grand Total	Full Payment option (RM 2000 Discount)	Yearly Payment Option		Semester Payment Option	
						1 st Year	2 nd Year	1 st Year Upfront	2 nd Year per Semester
1.	ACCA Qualification (The Association of Chartered Certified Accountants)	3,000	25,000	28,000	-	-	-	13,000	3 x 5,000
2.	ACCA Qualification (The Association of Chartered Certified Accountants) (ODL)	1,800	12,500	14,300	-	-	-	5 x 2,500	
3.	ACCA Foundation in Accountancy	3,000	16,500	19,500	-	-	-	-	-
4.	Foundation in Arts	3,000	16,500	19,500	-	-	-	-	-
5.	Certificate In English	3,000	16,500	19,500	-	-	-	-	-
6.	Diploma In Business Administration	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
7.	Diploma In Digital Marketing	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
8.	Diploma In Logistics and Supply Chain Management	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
9.	Diploma in Human Resource Management	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
10.	Diploma in Accounting	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
11.	Diploma in Occupational Safety and Health	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
12.	Diploma in Psychology	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
13.	Diploma in Computer Science	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000
14.	Diploma in Entrepreneurship	3,000	30,000	33,000	31,000	18,000	14,000	18,000	3 x 5,000

• Programme enrolment accompanied with the payment of the required fees creates a binding agreement for the student to follow through with the course and pay the full course fees, even if a student eventually decides not to complete the course.

• If all relevant payments are not received by the due date, students will be assessed with late charges of RM 50/day. This late charge will be reflected immediately and must be settled together with the payment amount due.

• No deferments or transfers of Registration, Administration & Resources fee are allowed under any circumstances.

• LSBF College reserves the right to vary or cancel any of the terms and conditions stipulated in this document.

• Registration and Administration fee is non refundable

• LSBF College reserves the rights to terminate students, without refund of course fees or any other fees paid to LSBF College and without prior notice under the following circumstances:

- If the student commits any offence prohibited by the Malaysia Immigration Department and/or any other Law.
- If the student does not have adequate English language proficiency for the course enrolled based on LSBF College's Placement Test and yet declines to take the English Language course.
- If the student is not registered for membership with the professional bodies and/or sit for examinations as required in a timely manner (relevant to Professional programmes only).
- If the student is absent from the College for Seven (7) days without a valid reason and / or when attendance drops below 80% at any point of time.
- If the student is not contactable by LSBF College for Seven (7) days or more.

CVI Education and Management
Email: admission.cvics@gmail.com
Web: www.cviedu.my

Refund Policy

As resources have been committed to the student for the duration of the programme, LSBF College will not entertain any request for refund, except if it falls under the following circumstances:

Percentage of the Aggregate of the Course Fees and Additional Fees Paid (If Applicable)	If Student's written notice of withdrawal is received
80% of the full course fees (If Payment received less than 20%, no refund will be made)	More than 60 days before the commencement date
50% of the full course fees (If Payment received less than 50%, no refund will be made)	59 to 45 days before the commencement date
0%	45 or lesser days before the commencement date

Admission Process

All students intending to apply for admission to LSBF College's programmes are required to:

- Check the programme's entry requirements
- Fill up the Application Form accurately and in its entirety
- Submit the relevant documents stipulated in the Application Form

Payment Details

All fee payments are to be made to South East Asia Academy Sdn. Bhd. (168352-H) (Wholly owned LSBF College), payable via Cash / Visa / Master Card / AMEX / Debit Card or Telegraphic Transfer.

Account Name	South East Asia Academy Sdn.Bhd
Account Number	8000468522
Bank Name	CIMB Bank
Bank Address	Menara UAB – CIMB 6, Jalan Tun Perak City Centre, 50050 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur
Swift Code	CIBBMYKL

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