



# STUDENT HANDBOOK



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# Welcome



## Why choose to study English at WLC?

We are a team of committed and qualified teachers who aim to make learning fun and valuable. The courses at WLC are designed by experienced and qualified teachers who are passionate about the English Language. The English class will be dynamic, interactive and learner-centred and your improvement in English is our priority. We are always ready to listen, advise and tailor our courses according to your needs.

## Message from the Principal

I would like to warmly invite you on a learning journey at Westlake Language Centre! We offer regular classes as well as short term programmes.

You will find that the lessons are designed to make them accessible and engaging. Classes are structured for small groups, to provide ample opportunities for interaction and timely feedback.

Through active participation, you will improve your language proficiency in a systematic manner until you become a fluent speaker.

In addition, you will experience learning outside the classroom, in our short term programmes. These programmes incorporate learning within the context of daily living, the beautiful natural environment and the activities of nearby cities.

To find out more, do talk to our friendly centre coordinator, Mr. Sam.

# Regular Courses

## English Programme for Adults

**Beginner, Elementary, Pre-Intermediate, Intermediate & Advanced.**

Register and take a placement test to estimate your English level.

Learn vital grammar and vocabulary and develop your speaking, pronunciation, listening, reading and writing skills.

Each class has a maximum of 12 students.

Minimum of 5 students required to start a class.

## English Programme for Young Learners

**Class 1: for children aged 5-9**

**Class 2: for children aged 10-12**

When the child is confident and proficient in English they have an early added advantage at school. This helps them get ahead in education and also in future career opportunities.

At WLC, the teachers encourage learning through talk, play, songs and natural interaction, in a safe, secure and happy environment.

The child can be prepared for the Cambridge Movers, Shakers and Flyers Exams.

Each class has a maximum of 12 students.

Minimum of 5 students required to start a class.



# Classes

**Monday** / 10:30 am - 12:00 pm & 3:30 pm - 5:00 pm

**Tuesday** / 9:00 am - 10:30 am & 3:30 pm - 5:00 pm

**Wednesday** / 9:00 am - 10:30 am & 3:30 pm - 5:00 pm

**Thursdays** / 9:00 am - 10:30 am & 3:30 pm - 5:00 pm

**Fridays** / 9:00 am - 10:30 am & 3:30 pm - 5:00 pm

As a courtesy to your teachers and other students please arrive on time!  
Students who arrive more than 15 minutes late will not be admitted to class.  
If you have any problems with your class ( for example, the class is too easy  
or too difficult) please speak to the centre coordinator.

# Studying at Westlake Language Centre



## Enrolment Dates

Students who are interested to study at WLC are required to fill up the Application Form with Registration Fee. An interview and placement test will be arranged with the Principal/teacher to determine a suitable level prior to the commencement of classes. You will receive a letter of offer with the enrolment date, time of first class and class schedule.

## Continuity of Enrolment

The duration of the programme will be stated in the letter of offer. A regular course programme consist of 20 lessons of 1 hour each.

Enrolment of a current student will be terminated if:

- The student notifies of his/her wish to terminate their enrolment with one month's notice.
- WLC terminates the students' enrolment or suspends or excludes the student in accordance with the provisions of WLC Policies.
- The student has completed all course requirements.

## Refusal and Cancellation of Enrolment

WLC may cancel an enrolment, refuse to enrol or refuse to re-enrol a student for the following reasons:

- Misconduct.
- Failure to arrive on the commencement date.
- The student has gained admission by misrepresentation, falsification of documents or other fraudulent means.
- Non-payment of tuition fees.
- Cancellation of a student visa.
- Other reasons as deemed by WLC.

# **Policies**

## **Refund of Fees**

No refunds of tuition fees are given except in the event a foreign student's application of visa or permission to study has been rejected by MOE or Immigration.

## **Attendance**

The attendance of all students enrolled at WLC is monitored closely to ensure that everyone in class is following the whole course and able to maximise their opportunities for success. An attendance is taken at each lesson by the teacher.

## **Code of Conduct**

All students, staff, facilitators and visitors are expected to behave in a considerate and courteous manner. WLC aims to provide a quality education in which all students are encouraged to strive for excellence and fulfil their potential. Please speak in English inside the school and on WLC organised trips at all times. Mobile phones, tablets and any other electronic devices must be turned off during class time.

# Policies



## Unacceptable Conduct

Unacceptable behaviour includes but is not limited to:

- Smoking in the building.
- Swearing, abusing or disrespecting other students or staff.
- Endangering the lives of others.
- Selling, using, distributing and/or being in possession of drugs.
- Selling, consuming, distributing or being under the influence of alcohol whilst attending classes.
- Wilful damages to or theft of WLC property.
- Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature.
- Unauthorised use of WLC intellectual property including name, logo, manuals, materials, trademarks, designs, confidential information and copyright material.
- Viewing or distributing offensive material via Internet, e-mail or other means.
- Discrimination, harassment and victimisation.
- Bullying and intimidation.
- Making racist or sexist comments.
- Assaulting or attempting to assault anyone while on WLC premises.
- Inappropriate possession of guns, knives or other weapons which engaging in WLC activities.

## Contact Details

**Address:**

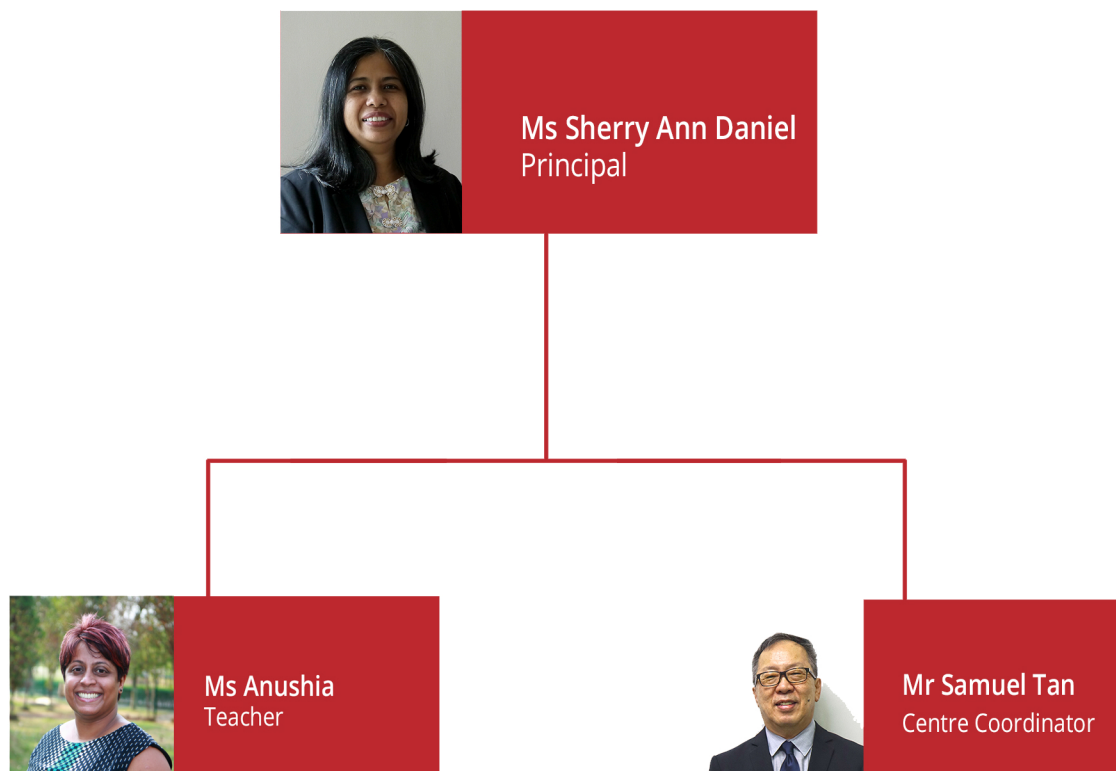
2383, Jalan Hala Timah 4, Taman Bandar Baru, 31900 Kampar, Perak, Malaysia

**Telephone:** +6016 216 0480

**E-mail:** [samueltan@westlakeschool.edu.my](mailto:samueltan@westlakeschool.edu.my)

**Office hours:** 9:00 am - 5:00 pm (Monday - Saturday)

# Organisational Chart





# WLC Fee Structure

## English Course

**Elementary** - 36 hours/month, RM26/hour      Total: RM2808.00

**Pre-Intermediate** - 36 hours/month, RM33/hour      Total: RM3564.00

**Intermediate** - 36 hours/month, RM33/hour      Total: RM3564.00

**Advanced** - 36 hours/month, RM39/hour      Total: RM4212.00

*Duration - 3 months*

## Others

**Application Fee** - RM100

**International Administration Fee** - RM2500

**Textbooks** - RM250



# VISION & MISSION

## VISION

Westlake Language Centre's vision is to be a premier language centre serving the glocal community and businesses.

## MISSION

Our mission is to provide a vital avenue for \*students to raise their level of language proficiency, in addition to their formal education in schools. The centre would complement and enrich formal education by aiding students to achieve mastery of English and other languages such as Mandarin, Japanese, Korean and German.

Our ultimate goal is to equip students to effectively utilise languages in the areas of:

- Business
- Education
- Services
- Tourism

\* students refer to those enrolled in programmes at WLC, regardless of age.