

This payment slip must be attached to your cheque. If you are making a payment for more than 1 student, please attach a separate slip for each student to the cheque.

- Cheque must be crossed and made payable to 'British Council'.
- Please write the student's full name(s), student ID and contact number on the back of the cheque.
- Complete this form and hand it in at the reception desk. Please ensure you retain the express payment acknowledgement slip as proof of submission.

(Please refer to your re-registration letter for your student number and class information)

STUDENT DETAILS

Student's name :

Student ID :

Current Class : Next Class:

TRANSACTION DETAILS:

Payment for : ☐ Full time ☐ Part time ☐ YL/YA course ☐ IELTS Others

Transaction Amount : RM

PAYMENT DETAILS

Cheque No :

Amount :

Contact Details : (H) (O) (HP)

E-mail :

FOR OFFICE USE ONLY

Name of staff : Approved / Declined

Date & Time : ☐ ☐

**EXPRESS PAYMENT****Acknowledgement Slip**

Student's Name : Name of Staff :

Student's ID :

Date & Time :

TERMS & CONDITIONS

- Class registration or payment is only confirmed upon cheque clearance and credit card transaction approval by the bank.
- Payment will only be deemed complete upon issuance of an official British Council receipt.
- Request for change of class/class time must be made at the Front Desk and is subject to availability.
- This acknowledgement slip is only valid with a British Council stamp.
- The British Council shall not be held liable for any loss, delay or error of the Express Payment process which is not caused by British Council.