

## LCCI (London Chamber of Commerce Institute)

### FAQ:

- 1) Can we have weekend classes?  
Yes. Provided we do have minimum 8 students per subject.
- 2) What is the minimum requirement for taking LCCI examination?  
They are no minimum entry qualification requirement for taking LCCI examination, except the student must at least 16 years old. However, for UVA, we will be accepting students from aged 13 years old and above provided he/she is interested to pursuing this LCCI. They can study all level first and be sitting the exam at age 16 years old.
- 3) How long the course / subject duration?  
Each lesson is 3 hours from 7pm to 10pm (Evening class), 10am to 1pm (morning class) or 2pm to 5pm (Afternoon class).

Each subject is approximately for 12 to 15 lessons depending on qualification levels

Level 1 –	Bookkeeping = 12 lessons (or 36 hours)	To be completed in 4 months
Level 2 -	Bookkeeping & Accounts = 15 lessons (45 hours)	} <i>To be completed</i>
	Cost Accounting = 14 lessons (42 hours)	} <i>In one year period</i>
	Business Calculation = 12 lessons (36 hours)	} <i>for Diploma Certificate</i>
Level 3 -	Accounting = 15 lessons (45 hours)	] <b>To be completed</b>
	Cost & Management Accounting = 15 lessons (45 hours)	] <b>In one year period</b>
	Advance Business Calculation = 12 lessons (36 hours)	] <b>for Diploma Certificate</b>

Additional lessons will be conducted if deemed necessary.

- 4) Do we have part time or full-time course?  
We do not have full time, but all-in part-time basis, However, our classes can be classified as morning session, afternoon session and evening session as mentioned in note (2) above.
- 5) How big is the class size?  
Usually about 20 persons per class at this moment.
- 6) What are your lecturers' qualifications?  
For LCCI subjects, at least with Degree holders. Majority are Master's holders.
- 7) Can we have installment fee payment?  
Yes, we will be giving you up to 3 free interest installment months.
- 8) Can we have discount over the course fee?  
All our package course fees are at discounted fees.
- 9) Can I have replacement class if I am not able to attend the classes?  
No such arrangement. However, you may be coming earlier on next lessons or stays back to refer to lecturer(s), provided consented by lecturer(s).
- 10) What documents we will be received it when we signed up the subject(s)?  
You should be received LCCI course note in photocopy and latest 1 – 2 years past years question and answers from LCCI in booklet format for practices.
- 11) Can UVA assist in members registration or examination registration for Students?  
Yes. UVA is an LCCI approved and examination center. We will be assisting students in examination registration. However, students have to pay for the examination fees with an admin fee of RM30 one time for each examination session. All examination fees are in Ringgit Malaysia. No membership is required under LCCI.
- 12) If I study first and decided to sit for examination at some time after my classes completed for whatever purposes, can I re-sit (re attending) for next intake lessons for refreshment purposes?  
No. As you will be occupying one seat for the subject. Normal tuition fees are applying. This is because our classes are for on periodic basis.
- 13) If I wish to withdraw from lesson / subjects after attending the class(es), for whatever reasons, can I get the refund or Shall I do not need to repay the balance installment due amount?  
You are still liable to pay the full course fees for any withdrawal once the classes commencement. That mean your installment due amount will be subject to be due immediate and required full payment. However, case by case basis, that we might consider at our discretion for part fees waiver, with valid reasons if any.
- 14) Can UVA assist in recommending relevant career position for students after passed and completed the courses?  
Yes. We are working closely with employment agencies for assisting students for getting job in Singapore and Malaysia. Such services at no cost to students. However, successfully matched are much depend on both parties.