

# REGISTRATION FORM

## 报名表格



### PART A: COURSE & INTAKE SELECTION 课程以及入学选择

Professional Advanced Diploma in Bakery and Patisserie Art - Full Time

Professional Certificate in Bakery and Pastry - Part Time

Intake Month / Year:

Special Remark(For Office use only)

Scholarship

VA5K/VA15K

OTHER

### PART B: PERSONAL DETAILS 个人资料

Name 名字(英):  Gender 性别:

MyKad / Passport No. 身份证/护照号码:  Nationality 国籍:

Date of Birth 生日日期:  Uniform Size 制服尺码:  XS  S  M  L  XL  XXL

Shoe Size/In-Length 鞋码/内长:  38/39 - 250mm  40/41 - 263mm  42/43 - 276mm  44/45 - 289mm

Address 住址:

Postcode 邮区编号:  Town 城市/地区:  State 州属:

Email Address 电邮:

Contact No. 联系: (Mobile 手机)  (Home/Office 其他):

Highest Qualification 最高学历:  High School 中学  
 Certificate / Diploma 专业文凭  
 Bachelor's / Master's / Doctorate Degree 大学文凭  
 Others 其他 (Please state)

Last School / College / University Attended 校名:

Qualification Obtained 学历文凭 (eg. SPM):

Do you have any disability, medical condition or specific learning difficulty?

您是否有残疾, 医疗状况或特定的学习困难吗?

Yes 是

No 否

If Yes, please provide details

如果有, 请您提供详细资料

### PART C: EMERGENCY CONTACT INFORMATION 紧急联系人资料

Name 名字(英):  Relationship 关系:

Contact No. 联系: (Mobile 手机)  (Home/Office) 其他:

For Office Use only

Intake (Month / Year):  Appointed Representative:

Training Advisor:

Date of Application:

Status & Remarks:

Company Stamp:

Principal Approval:

## PART D: FEES PAYMENT INFORMATION 学费详情

FULL TIME PROGRAMME	FULL PAYMENT (RM)	SEMESTER PAYMENTS (RM)		MONTHLY INSTALLMENT PAYMENTS (RM)	
		INITIAL PAYMENT	SEMESTER PAYMENT	INITIAL PAYMENT	MONTHLY PAYMENT
Advanced Diploma in Bakery and Patisserie Art	33,060	12,500	11,000 x 2 semesters	7,300	2,500 x 11 months

PART-TIME COURSE	FULL PAYMENT (RM)	MONTHLY INSTALLMENT PAYMENTS (RM)	
		INITIAL PAYMENT	MONTHLY PAYMENT
Professional Certificate in Bakery and Pastry	4,800	1,800	1,000 x 3 months

Fees Payment Mode :  FULL PAYMENT  SEMESTER  MONTHLY INSTALLMENTS

ENROLMENT FEES (NON-REFUNDABLE)	
Registration Fee* (One-off Payment)	RM 400
Miscellaneous (Full Time Programmes only) Uniform, Apron, Theory Notes, Examination Fees and ETC	RM 1,600

BANK DETAILS
Malayan Banking Berhad (Maybank)
Account No : <b>514833415926</b>
A/C Name : <b>VELFORD ACADEMY SDN BHD</b>

\*Registration fees are mandatory by each applicant upon successful registration.

## PART E: HOSTEL ARRANGEMENT 宿舍安排

Do you require hostel arrangement by Velford Academy?  Yes是                       No否  
您是否需要院方安排您入住宿舍?

## APPLICANT'S DECLARATION 申请者声明

By signing this form below, I hereby:

- (i) Confirm that all the information provided herein is correct;
- (ii) Have read and agree to comply with the Terms of Agreement (next page); and
- (iii) Consent to the processing of my personal data by Velford Academy Sdn Bhd.

Signature :

Name :

Date :

## PARENT / GUARDIAN'S DECLARATION (For Applicant Under 18 Years Old) 18岁以下父母或监护人声明

I consent to the processing of my personal data and applicant's personal data in accordance to the Personal Data Protection Act and undertake to pay the full fees of this programme until complete. I hereby agree to pay all the fees due on the dates stipulated by Velford Academy, failing which the Academy reserves the right to bar my child/ward from attending classes including termination of study.

Signature :

Name :

Date :

# TERMS OF AGREEMENT

## 1 TERMS

- 1.1 Company (Velford Academy Sdn Bhd Co. Reg 201801028581 (1290607-H) ) reserves the right to accept or reject this application for any reason whatsoever as its discretion including but not limited to incomplete or inaccurate information provided herein. I understand that any intentional misrepresentation of any information I provide in this application, the Company will not be responsible for any errors contained therein and may result in termination of this Agreement.
- 1.2 For the purpose of this Agreement, I consent that the Company shall use, collect and process my personal data.
- 1.3. The company reserves the right to terminate this Agreement upon 30 days' notice if the Company elects to:
  - (i) cease business operations;
  - (ii) terminate/discontinue its products and/or services.
- 1.4. Applicant may terminate this Agreement at any time, and for any reason, upon written notice to the Company at its principal business address.
- 1.5 I understand that this Agreement may be amended at Company's sole discretion, and I agree to abide by all such amendments thereof.
- 1.6 The Agreement, in its current form and as amended by the Company at its sole discretion, constitutes the entire contract between the Company and myself. Any promises, representations, offers or other communications not expressly set forth in the Agreement are of no force or effect. I may not assign any rights or delegate my duties under the Agreement without the prior written consent of the Company. Any attempt to transfer or assign the Agreement without the express written consent of the Company renders the Agreement voidable at the option of the Company and may result in termination of this Agreement without further notice giving by Company.
- 1.7 This Agreement will be governed by and construed in accordance with the laws of Malaysia.

## 2 APPLICABLE FEES

- 2.1 Upon signing this Agreement, Applicant is required to pay a payment as stated overleaf.

## 3 PAYMENT & DEFAULT

- 3.1 All payments are due at regular intervals (30/31 days) depend on the time of first invoice being issued. The payment shall be made through direct debit of Applicant's credit/debit card or any other payment mode. There shall be no pro-rated refund in any given month upon termination.
- 3.2 The Company shall be entitled to charge Applicant's credit/debit card for the entire monthly payments and any other fees due to Company. There may be more than one attempt of charging to Applicant's credit/debit card until full payment due to Company is paid.
- 3.3 In the event of default in any particular month, Company reserves the right to:-
  - (i) Impose a compounded RM 10.00 late payment charge on every month of Outstanding Sum due and payable to Company; and/or
  - (ii) Suspend applicant's membership account without further notice until full settlement of any Outstanding Sum; and/or
- 3.4 Company shall be entitled to recover the outstanding sum due and owing from Applicant.
- 3.5 Company reserves the right to revise the payments amount due to increase in the operating cost (such as increase or imposition of applicable taxes). The revision of payments (if any) will be notified in writing prior to implementation.

## 4 OBLIGATIONS

- 4.1 Applicant shall be liable for losses, expenses incurred or damage caused to the assets, facilities, infrastructure or property of Company whether directly or indirectly arising from any misuse/abuse, negligence or breach by Applicant.
- 4.2 It is the Applicant's obligation to inform Company in writing in the event of any changes or amendment to his/her credit card details, personal details (address, telephone, etc.) and Company shall not be responsible for any issues arising from Applicant's failure to do so.


## 5 TERM & TERMINATION

- 5.1 Company reserves the right to terminate this Agreement in any of the following events:-
  - (i) Intentionally cause damage or improper Use of assets, facilities, infrastructure or property of Company by Applicant: poor environmental conditions that result in Company inability to continue performing services;
  - (ii) Payments in arrears;
  - (iii) Breach of any other terms of this Agreement: and/or
  - (IV) Adverse circumstance or any other force majeure events (Act of God, strikes, war, outbreak, government restrictions etc. that is beyond its control); and / or
  - (V) Winding up or bankruptcy petition has been filed against Business Entity or its owner/partners/ shareholder(s) /director(s).



**Velford Academy Sdn. Bhd.** Co.Reg 201801028581 (1290607-H)

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