

STUDENT ENROLMENT FORM

PART A : COURSES *(Please v)*

- | | |
|--|---|
| <input type="checkbox"/> Professional Make-up Artist | <input type="checkbox"/> Professional Hairdressing |
| <input type="checkbox"/> Professional Bridal Make-up | <input type="checkbox"/> Beauty Therapy |
| <input type="checkbox"/> Personal Image Make-up | <input type="checkbox"/> Professional Image Styling |

PART B : APPLICANT DETAILS

Name (Mr / Ms / Mrs) : _____

NRIC / Passport No. : _____ Gender: Male Female

Race : Chinese Malay Indian Others: _____

Date of Birth : _____ (dd/mm/yy) Nationality: _____

Correspondence Address : _____

Home Telephone : _____ Mobile No. : _____

Email : _____ Religion : _____

Father's Name : _____ NRIC No. : _____

Father's Occupation : _____ Mobile No. : _____

Mother's Name : _____ NRIC No. : _____

Mother's Occupation : _____ Mobile No. : _____

PART C : EDUCATION QUALIFICATIONS

Secondary School / Institute /College/ University	Qualifications	Year

PART D : WORKING EXPERIENCE *(State current employment only, if any)*

Company Name	Position	Contact No	Year

PART E : PAYMENT MODE

I would like to pay the course fees by way of:

- PTPK Loan Self-sponsorship Full Payment (by individual level)
 Installment Plan Scholarship Others: _____

PART F : TERMS & CONDITIONS

The terms and conditions in relation to courses enrolment shall apply to all students of Styling Pavilion Academy. All fees and monies payable are in Ringgit Malaysia.

(1) ENROLMENT POLICY

Enrolment on courses at Styling Pavilion Academy (**SP**) is open to all individuals regardless of gender, race, religion or nationality. Selection of courses is based on the overall assessment of the student's individual potential. The **SP** reserves the right to reject a student enrolment application.

(2) COURSE FEES AND OTHER MISCELLANEOUS CHARGES

All fees paid are strictly non-refundable and non-transferable. The Course Fees shall be paid immediately upon acceptance of enrolment. In respect of installment plan, all courses fees and other charges (if any) paid by way of installments shall become due and payable on every 1st of each calendar month.

(3) EARLY WITHDRAWAL, TERMINATION AND DEFERMENT

Early Withdrawal: For early withdrawal from the courses by the students, students shall be required to submit a one (1) month written notification prior to the date of such early termination and students are required to attend an interview with the **SP's** Management Personnel. The course fees partially or fully paid are strictly non-refundable and non-transferable.

Termination: Students terminated by the **SP** will receive a refund of Course Fees proportional to the number of lesson paid for but not have not commenced.

Deferment: Students are not allowed to defer the duration of courses once the courses applied have commenced. Students who wish to defer their course of study must submit a written request for course duration deferment 30 days prior to such deferment. The decision whether or not to allow the student such deferment will be considered on a case-by-case basis and the same is at the sole discretion of the Management of **SP**.

To reinstate the courses, the student shall inform the **SP's** management in writing 10 days before the intake/courses begins. Students who wish to reinstate the courses after such deferment shall pay an Administrative Fee of RM200 and the Course Fees immediately upon such reinstatement.

(4) EXAMINATIONS AND ASSESSMENTS

To qualify for various **SP** Academy awards, students shall be required to attend various assessment, projects, examination and industrial training (if applicable) specified by the **SP**. Students will only be eligible to sit the examinations provided that the student has (1) paid all current course & examination fees and (2) fulfilled the requirements of the course structure leading to examinations. Examinations are administered at schedule times and students must be available during examinations. Student failing to attend examinations may be liable for a separate administrative and examination fees. Student assignments, projects and other school related work may be retained by **SP** for marketing and promotion purposes.

(5) CLASSES

Classes are schedule on weekdays between 10.00 am. – 9.00 pm. and may be subjected to change at the discretion of the **SP** when deemed necessary.

PART G : APPLICANT DECLARATION

I declare that the information provided by me in connection with the application is true and correct. I undertake to inform STYLING PAVILION Academy immediately of any changes in address, phone number and any other information provided by me in this application.

I understand that STYLING PAVILION Academy reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree to be bound by the Terms and Conditions of the offer to student at STYLING PAVILION Academy.

Applicant Signature

Date:

PART H : FOR OFFICE USE ONLY

(i) Sales & Marketing

Consult by : _____ Registration Date : _____

How do you know about us?

Advertisement Website Facebook Walk-in Event

Remarks:

Standard Scheme Promotion Scheme

(ii) Administrative Department

Student ID : _____ Student Card : Yes No

Course : _____

Products / Tools:

Collection Date: _____	Collected by : _____ Signature : _____
Products Description: 	

Payment Details:

Instl. Plan	Date	Receipt No	Mode of Payment	Amount (RM)	Instl. Plan	Date	Receipt No	Mode of Payment	Amount (RM)
1 st					6 th				
2 nd					7 th				
3 rd					8 th				
4 th					9 th				
5 th					10 th				