

<b>For Academy Use Only:</b>	Approval by Administrator
Education Consultant / Agent	Signature

Programme Scheme	Remarks
<input type="checkbox"/> Standard Scheme <input type="checkbox"/> Promotion Scheme	

<b>Course 1</b>		<b>Course 2</b>	
<b>Tuition Fees (RM)</b>		<b>Tuition Fees (RM)</b>	
<b>Products (RM)</b>		<b>Products (RM)</b>	
<b>Total (RM)</b>		<b>Total (RM)</b>	

<b>Payment Details</b>			<b>Payment Details</b>		
<b>Self-funding (RM)</b>	<input type="text"/>		<b>Self-funding (RM)</b>	<input type="text"/>	
<b>PTPK Tuition Fees Loan (RM)</b>	Level <input type="text"/> 1 & <input type="text"/> 2   Level <input type="text"/> 3		<b>PTPK Tuition Fees Loan (RM)</b>	Level <input type="text"/> 2   Level <input type="text"/> 3	
<b>Total (RM)</b>	<input type="text"/>		<b>Total (RM)</b>	<input type="text"/>	
<b>No.</b>	<b>Self-funding (before 7<sup>th</sup> of each consecutive calendar month)</b>	<b>Amount (RM)</b>	<b>No.</b>	<b>Self-funding (before 7<sup>th</sup> of each consecutive calendar month)</b>	<b>Amount (RM)</b>
1 <sup>st</sup>			1 <sup>st</sup>		
2 <sup>nd</sup>			2 <sup>nd</sup>		
3 <sup>rd</sup>			3 <sup>rd</sup>		
4 <sup>th</sup>			4 <sup>th</sup>		
5 <sup>th</sup>			5 <sup>th</sup>		
6 <sup>th</sup>			6 <sup>th</sup>		
<b>Full Payment (RM) – 5% Discount on Tuition Fees</b>	<input type="text"/>		<b>Full Payment (RM) – 5% Discount on Tuition Fees</b>	<input type="text"/>	

## APPLICATION FORM – STYLING PAVILION ACADEMY

### SECTION A – PERSONAL PARTICULARS

#### PROGRAMME APPLY FOR

*(a) Available for Part Time*

<input type="checkbox"/> Diploma in Hairdressing with SKM L2 & L3	<input type="checkbox"/> Certificate in Aesthetic Therapy with SKM L1
<input type="checkbox"/> Diploma in Professional Hairdressing	<input type="checkbox"/> Diploma in Make Up Artist <sup>(a)</sup>
<input type="checkbox"/> Diploma in Aesthetic Therapy with SKM L3	<input type="checkbox"/> Professional Bridal Make Up <sup>(a)</sup>
<input type="checkbox"/> Certificate in Aesthetic Therapy with SKM L2	<input type="checkbox"/> Intensive / Personal Image Make Up <sup>(a)</sup>
Intake Month - Course 1	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec
Intake Month - Course 2	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec
Mode of Study – Course 1	<input type="checkbox"/> Full-Time: _____ months <input type="checkbox"/> Part-Time: _____ months
Mode of Study – Course 2	<input type="checkbox"/> Full-Time: _____ months <input type="checkbox"/> Part-Time: _____ months
Hostel Placement	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### SECTION B - PERSONAL DETAILS

Title	(Dr / Mr / Miss / Mrs / Ms / Others)	Age		Race	
Full Name		Father's Name			
Identification No.:		Contact Number			
Nationality		Mother's Name			
Religion		Contact Number			
Cell Phone No.		Guardian's Name			
Email		Contact Number			
Correspondence Address					

## EDUCATION BACKGROUND

Name of School / Institution	Qualification	Date Awarded

### How to you get to know us?

- Website       Facebook       Instagram       Others: \_\_\_\_\_
- Education Fair       Referral (Referral Full Name: \_\_\_\_\_)

### SECTION C – TERMS AND CONDITIONS OF ADMISSION

Students are advised to read the policies, terms and conditions governing the admission to SPA carefully as set out below. Students are to take note that the terms and conditions are contractually binding upon signing.

- 1) Admission to SPA is open to all individuals regardless of gender, race, religion, or nationality. Selection of admission is based on an overall assessment of the individual's potential. The academy reserves the right to reject an application and to review a student's progress periodically. The academy may at its discretion, cancel a student registration due to failure on the student's part to pay fees which are payable or failure to abide by the Rules and Regulations of SPA.
- 2) Payment of fees may be made by crossed cheque, bank draft or online transfer in favor of **The Styling Pavilion Sdn. Bhd.**
- 3) All fees paid (self-funding or PTPK Loan) are **not transferable** and **not refundable** except in the circumstances set out below and provided that a request in writing for such refund is received. Any refund of fees or part thereof is subject to the following:
  - a. The Registration Fee, Enrolment fees, any other Application fee, Tuition Fees, Tools and Products Fees, are **not refundable under any circumstances.**
  - b. Subject to sub paragraph (a) above, if a student is required to leave the programme due to medical reasons after the date of course commencement, the student will be eligible for a prorated refund of **Tuition Fees Paid.** Such medical reasons will only be considered by the management provided they are certified by a medical practitioner from a government clinic or hospital.
- 4) All refund whether of fees, deposits or whatsoever payments, shall be free of interest and shall be subject to the right of set-off by SPA against any fees or whatsoever payments due and owing to SPA.
- 5) The Course Fees shall be paid immediately upon acceptance of enrolment. For all level of the programme, all fees are payable in advance and payable amount must be fully paid before the course commencement. In respect of installment plan to assist students in making their tuition fees payments, all courses fees and other charges (if any) paid by way of installments shall become due and payable **before 7<sup>th</sup> of each consecutive calendar month.** An administrative charge of RM100 per week will be imposed from the second week of the month. If payment in full is not received by the due date or part thereof delayed, SPA reserves the right to review the status and to take such necessary action as SPA deems fit if payment is not received by the end of the third week. Such action may include the barring of the student from classes, examinations and facilities, suspension or termination of the student. In such circumstances, SPA further reserves the right and shall be entitled to defer the marking of any examination paper, and to withhold all certificates and records of the student. No student with outstanding debt shall be permitted to graduate.
- 6) For students applying for full or partial PTPK loan, SPA will be obliged to assist in the submission of the loan **provided** the student applying for such loan submits in full the loan documentation with signature to SPA for the purpose of submission and processing of the loan. In the event the student applying for such loan failed to do so, SPA shall treat the student as self-funding and the terms and conditions for self-funding shall apply accordingly.
- 7) Subject to clause 3b above, students who for whatsoever reason(s) decide to withdraw from the course or fails to continue to attend for the required minimum lessons before completion of the course shall be liable to pay for the fees of the entire duration of the course. Any refund if found justifiable by SPA shall be prorated based on the stage or level the student has completed and it shall be the sole discretion of SPA to so decide on the refund if any.
- 8) In the event that a student is expelled or is suspended or discontinues the programme due to misconduct or any disciplinary matter or the non-attainment of academic requirement, there shall be no refund of fees paid.
- 9) Students must abide by all academic, administrative and examination rules, regulations and policies of SPA in force and to be enacted in future, such as minimum 80% of attendance; academic requirements set by SPA and JPK, 3 / 6 months full time internship / case study at SPA approved panel list for Hairdressing and Beauty Therapy programme. On admission as a student of SPA, the student is bound by such rules and regulations regardless whether the student has acquainted himself/herself of such rules and regulations. SPA reserves the right at any time to elect new rules and regulations and to amend such rules and regulations to take effect immediately, and students are further advised to refer to SPA.
- 10) In the event of extension of programme due to non-medical reason or without official proof from a certified medical practitioner of a government or hospital, or due to any other reason shall lies entirely on discretion of SPA, and in the event such extension is allowed, an extension charge shall be applicable whereby such charge is to be prorated according to the particular programme the student is taking.
- 11) In the interest of the student in question and-all other students of SPA, the Head of School may at his or her discretion prohibit a student from attending classes at the SPA for such period as the Head of School deems necessary in the event of the student having a contagious or infectious disease or illness or in the event of an outbreak of an contagious or infectious disease or illness at SPA regardless whether the student is so infected or otherwise. No claim may be brought against SPA (whether for a refund of fees or part thereof or otherwise whatsoever) arising from any such action taken.
- 12) It is the absolute discretion of SPA to award any scholarships, grants, waivers, or financial assistance to any student.

- 13) Students are responsible to take care of their own personal belongings, valuables and personal safety and SPA is not liable for their lost and damage.
- 14) In the event that students are found guilty or misconduct, SPA reserved the right to withhold or withdraw the certificates conferred upon him/her by SPA or industry panel list of SPA, or corporate partner of SPA.
- 15) SPA reserves the right to use any photographs or videos taken in or around classes / productions / events for the purposes of publicity. Student assignments, projects and other school related work may be retained by SP for marketing and promotion purposes.
- 16) 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 SPA. To reinstate the courses, the student shall inform the SPA 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 RM500.
- 17) To qualify for various SPA awards, students shall be required to attend various assessment, projects, examination and industrial training (if applicable) specified by the SPA. Students will only be eligible to sit for examinations provided that the student has (1) paid all the course fees & examination fees if any 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 is liable for administrative and examination fees, such as RM800 for External Exam, RM300 for Internal Exam.

## SECTION D – DECLARATION

- 1) I confirm that to the best of my knowledge and understanding, the information given in this form is agreeable by me. I understand that any misrepresentation of information may result in SPA revoking acceptance or terminating hostel admission.
- 2) I undertake to comply with all policies, rules and regulations.
- 3) I consent to the processing by the SPA of personal data (including sensitive personal data as defined in the Data Protection Act 2010 (when applicable) about me for the proper purposes of the institution. I consent to share my data among SPA, SPA and other subsidiaries for the purposes of programme administration.
- 4) I confirm that I have read and understood the terms and conditions governing the fee payment structures and fee levels for courses and programmes. I hereby apply for enrolment and if accepted, I agree to comply with the standard rules, regulations and ordinances of SPA generally and SPA specifically. If I do not comply with any of the rules of the SPA, the Academy has the right to take disciplinary action against me.

**Applicant**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**NRIC/Passport:** \_\_\_\_\_

**- Parent / Guardian signature (ONLY Applicable for students below 18 years of age) -**

**Parent /  
Guardian**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**NRIC/Passport:** \_\_\_\_\_

## SECTION E – STUDENT DISCIPLINE POLICY

The primary purposes of the SPA Discipline Policy are the advancement and application of knowledge and the education of its students; its central activities are teaching, learning. In order to achieve and maintain such conditions, to protect from disruption the SPA's essential activities, and to ensure academic standards, there are in place structures and procedures for ensuring that the necessary steps can be taken where behavior falls short of that expected from students.

The behavior of the vast majority of the SPA's students is exemplary. To deal with unacceptable behavior the SPA has a *Student Discipline Policy and Procedures* (hereinafter referred to as Procedures) that apply to all students of the SPA irrespective of their mode or place of study. Students agree to abide by the SPA's Ordinances, Regulations, policies, procedures and rules when they enroll and this is the SPA's expectation.

The academy has responsibility for the Policy and Procedures. The purpose of the Procedures is to regulate student behavior in order to secure the proper working of the SPA in the broadest sense. In support of this goal, students are expected to conduct themselves at all times in a manner which:

- I. Demonstrates respect for staff, fellow students, and SPA property;
- II. Enhances the reputation of the SPA;
- III. Is sensitive to a culturally diverse environment;
- IV. Demonstrates active engagement in the learning process, a commitment to SPA-level study, and determination to succeed.

The Procedures mean that:

- I. Students can be assured that any instances involving alleged misconduct will be investigated and considered under robust, consistent and transparent procedures and decision-making processes;
- II. Academic and professional services staff of the SPA can be assured that procedures are in place to deal with instances when students who do not abide by the SPA's Ordinances, Regulations, Policies, Procedures, Rules and Expectations, and that appropriate action will be taken where required.

The Student Discipline Policy and Procedures apply equally to all students irrespective of colour, age, disability, ethnic origin, gender, marital status, civil partnership, nationality, race, religion, sexual orientation.

#### **Definition of Misconduct**

Misconduct means improper interference, in the broadest sense, with the proper functioning of activities or property of the SPA or any member of the SPA or of those who work for, study at or are visiting the SPA or any member of the SPA Group or Panel List, or any other action which otherwise damages the SPA or any member of the SPA. Any behavior that contravenes the SPA's Ordinances, Regulations, policies, procedures or rules, or is dangerous, or is against the applicable law, constitutes misconduct. Behavior defined as misconduct includes acts occurring in person, by telephone, and by electronic or other means, including via public internet sites and social networking sites. A case of misconduct will be referred to as an offence.

#### **The Following Shall Constitute Misconduct:**

- a. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the SPA, whether on SPA premises or elsewhere;
- b. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the SPA or any authorized visitor to the SPA;
- c. Violent, indecent, disorderly, threatening or offensive behavior or language whilst engaged in any SPA work, study or activity (whether expressed orally, in writing or electronically);
- d. Acts of dishonesty including fraud, deceit and deception in relation to the SPA or its staff or in connection with holding any office in the SPA or in relation to being a student of the SPA (for example falsifying or misusing SPA records or documents, including identity cards, transcripts and certificates of any kind);
- e. Action likely to cause injury, impair safety or raise false alarm on SPA premises;
- f. Harassment (of any kind) of any student, member of staff, or any unauthorised visitor to the SPA; Use offensive or improper language or to behave in an offensive or improper way or display unwanted conduct which, on the grounds of colour, age, disability, ethnic origin, gender, marital status, civil partnership, nationality, race, religion or sexual orientation, has the effect of (i) violating another person's dignity or (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for students or employees of the SPA or visitors to the SPA;
- g. Breach of the provisions of the SPA's rules, regulations or policies;
- h. Damage to, or defacement of, SPA property (including property on loan to the SPA) or the property of other members of the SPA community (including an institution attended as part of a programme of study) caused intentionally or recklessly, and misappropriation of such property;
- i. Misuse or unauthorised use of SPA premises or items of property, including IT facilities or safety equipment;
- j. Deliberately doing, or failing to do, anything which thereby causes the SPA to be in breach of statutory obligations;
- k. Conduct which constitutes a criminal offence where that conduct:
  - I. takes place on SPA premises, or
  - II. affects or concerns other members of the SPA, or
  - III. damages the good name of the SPA, or
  - IV. itself constitutes misconduct within the terms of these Procedures.
- l. The definitions of misconduct given above are demonstrative only and do not prevent the appropriate member of staff or the appropriate body of the SPA from considering and adjudicating upon the conduct or action of any student which is thought prima facie to constitute a breach of discipline.
- m. Academic misconduct is a form of cheating that occurs when a student tries to obtain or obtains an unfair academic advantage. The SPA will not accept academic misconduct in any form and the seriousness with which cheating is viewed will be reflected in penalties which are imposed.

#### **Sanction and Legal Actions due to Misconduct**

The SPA reserves its rights to suspend, expel and/or to take legal actions against students found guilty of misconduct and such legal actions taken may be civil and/or criminal as the SPA deems fit and proper.

Note on Terminology, references in the Policy and Procedures to:

- 'staff' means staff of the Styling Pavilion Academy.
- 'SPA' means the Styling Pavilion Academy.

### **SECTION F – MODE OF PAYMENT**

- 1) Bank draft / cheque / postal orders payable to the bank account stated below
- 2) Direct bank-in to the bank account stated below
- 3) Cash is only accepted at the Admissions Office only

#### **BANK DETAILS:**

Payable to : **THE STYLING PAVILION SDN BHD**  
Account No : **254-201200109-9**  
Bank Name : **AmBank (M) Berhad**

### **SECTION G – AGENT VERIFICATION (if applicable)**

#### **AGENT VERIFICATION (if applicable)**

Company Stamp: