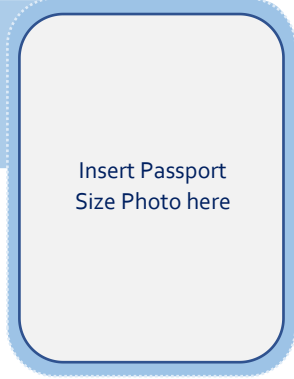




**APCAMALAYSIA**  
ACADEMY OF PASTRY AND CULINARY ARTS

**APCA MALAYSIA**

PASTRY STUDIO SDN. BHD. (Company Registration 201001017870 (901575-A) )  
Lot 16, Jalan 51A/223, 46100 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.  
603-7960 3846 / 45 / 48 | Email: info@apcamalaysia.com  
www.apcamalaysia.com



# ADMISSION FORM (FULL TIME PROGRAM)

Please fill out this form clearly using **CAPITAL LETTERS**. Sign the application form and have the admission form signed by your parent/guardian/sponsor.

## PROGRAM PREFERENCE

9 MONTHS ADVANCED DIPLOMA PASTRY	<input type="checkbox"/>
9 MONTHS ADVANCED DIPLOMA CULINARY	<input type="checkbox"/>

Intake Date: \_\_\_\_\_

## PERSONAL INFORMATION ( Please fill out this form clearly using CAPITAL LETTERS )

FULL NAME			
NRIC NUMBER		DATE OF BIRTH	
NATIONALITY		GENDER	
MARITAL STATUS		RACE	
RELIGION			
ADDRESS			
	POSTCODE	STATE	COUNTRY
TELEPHONE NO	HOME	MOBILE	
EMAIL ADDRESS			
MEDICAL HISTORY			
FATHER CONTACT	NAME	RELATIONSHIP	
	MOBILE	EMAIL	
MOTHER CONTACT	NAME	RELATIONSHIP	
	MOBILE	EMAIL	
GUARDIAN CONTACT	NAME	RELATIONSHIP	
	MOBILE	EMAIL	

In case of emergency, please contact:

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Relationship: \_\_\_\_\_

EDUCATION HISTORY	SCHOOL	COUNTRY
	QUALIFICATION	YEAR
EDUCATION HISTORY	SCHOOL	COUNTRY
	QUALIFICATION	YEAR
EMPLOYMENT HISTORY	POSITION	COUNTRY
	COMPANY	YEAR
EMPLOYMENT HISTORY	POSITION	COUNTRY
	COMPANY	YEAR

### LANGUAGE PROFICIENCY ( RATE 1 = NIL; 2 = BASIC; 3 = FAIR, 4 = GOOD; 5 = EXCELLENT)

ENGLISH	WRITTEN	SPOKEN
BAHASA MELAYU	WRITTEN	SPOKEN
MANDARIN	WRITTEN	SPOKEN
OTHERS:	WRITTEN	SPOKEN

### HOW DID YOU HEAR ABOUT THE ACADEMY?

INTERNET SEARCH:	<input type="checkbox"/>	FACEBOOK:	<input type="checkbox"/>
INSTAGRAM::	<input type="checkbox"/>	FAIR EXHIBITION:	<input type="checkbox"/>
MAGAZINE:	<input type="checkbox"/>	SCHOOL:	<input type="checkbox"/>
REFERRED BY: NAME: CONTACT:	<input type="checkbox"/>	OTHERS:	<input type="checkbox"/>

### UNIFORM SIZE

CHEF JACKET:	XS	S	M	L	XL	2XL	3XL	4XL	5XL		
TROUSER:	26	28	30	32	34	36	38	40	42	44	46
SAFETY SHOES (EURO SIZE):	37	38	39	40	41	42	43	44	45	46	
POLO T-SHIRT:	XS	S	M	L	XL	2XL	3XL	4XL	5XL		

## TERMS AND CONDITIONS

### Important

1. Please read these conditions carefully as they shall form part of the contract between the Fee Payer and Pastry Studio Sdn. Bhd. (APCA Malaysia).
2. It is important that you make sure that you have read and understood all these conditions as confirm that you accept these conditions when you sign the registration form.
3. To enrol a student at APCA Malaysia, the application form must be completed, signed by the Student and Fee Payer. Send your application directly to Admissions with the following items:
  - ✚ Payment of Admission Fee of **RM2,700 (NON-REFUNDABLE & NON-TRANSFERABLE)**
  - ✚ Copy of Student's NRIC/Passport
  - ✚ 4 Passport size photographs
  - ✚ Documentary evidence (if financed by scholarship, study loan, and etc.)
4. APCA Malaysia will confirm as soon as possible whether the enrolment has been accepted.
5. Formal enrolment documentation will be sent to you once the application has been accepted.
6. APCA Malaysia reserve the right to withdraw from offer a Programme or subject within a Programme at any time, giving reasonable notice wherever possible, and will provide a suitable alternative Programme or subject wherever possible.
7. Students must abide all academic, administrative and examination rules, regulations and policies of APCA Malaysia in force and to be enacted in the future.
8. All reference to "Student" or "Students", wherever relevant or applicable, shall include any parent or legal guardian of the student in the case the student has not attained the age of majority at the time of enrolment of student.

### Cancellation/Withdrawal

1. The acceptance of student's enrolment at APCA Malaysia means that a place has been reserved for the student at APCA Malaysia.
2. A written cancellation must be given to the Principle of APCA Malaysia and receipt will be acknowledged in writing.
3. Student's application whose has been accepted, may defer his/her commencement of the course to a later term within a 12-month period. All applications must be received no later than 1 month before the commencement of the course.

### Payment

1. **Admission Fee and/or Course Fee paid is/are NON-REFUNDABLE and NON-TRANSFERABLE.**
2. Payment of **tuition fees (NON-REFUNDABLE & NON-TRANSFERABLE)** can be made either:

✚ Lumpsum	<input type="checkbox"/>	<hr style="width: 100%; border: 0.5px solid black;"/> <b>(Parent's Signature)</b>
✚ Quarterly	<input type="checkbox"/>	
✚ Monthly	<input type="checkbox"/>	
3. Payment must be made at least 2 weeks before the start of the relevant term.
4. All payments are to be in the form of:
  - ✚ Cash (Ringgit Malaysia)
  - ✚ Bank Transfer (Telegraphic Transfer) – please attached bank in slip
  - ✚ Cheque (cross cheque to "Pastry Studio Sdn Bhd")
  - ✚ Credit Card must be made at APCA Malaysia
5. Payment by **BANK TRANSFERS** to:

Account of:	<b>PASTRY STUDIO SDN. BHD.</b> (Company Registration 201001017870 (901575-A) )
Name of Bank:	<b>STANDARD CHARTERED BANK</b>
Account No:	7941 5714 5903
Address:	30-36 Jalan 52/5, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

OR

Account of:	<b>PASTRY STUDIO SDN. BHD.</b> (Company Registration 201001017870 (901575-A) )
Name of Bank:	<b>RHB BANK BERHAD</b>
Account No:	21455800003272
Address:	Bandar Seri Petaling, Wilayah Persekutuan-KL

6. If the payment of the relevant term's fees has not been made in full on the due date, by the Fee Payer, APCA Malaysia will charge **interest of RM 50.00 (Fifty Ringgit Malaysia)** per week on the outstanding balance until it is paid.
7. If payment becomes overdue, APCA Malaysia reserve the right to suspend or cancel tuition. The student may be prevented from sitting examinations or the results of examinations and/or APCA Malaysia reference or other information may be withheld where fees remain unpaid in whole or in part.
8. APCA Malaysia reserves the right to increase/decrease the fees at any time but fee increase/decrease will not apply in cases where the fees have already been paid.
9. All payment made including exam fee (City & Guilds UK) is **NON-REFUNDABLE & NON-TRANSFERABLE**.

#### Medical Provision

\_\_\_\_\_  
(Parent's Signature)

1. APCA Malaysia shall be under **NO LIABILITY** whatsoever to any student for any loss or damage or death and personal injury. Each student should have their **OWN PERSONAL INSURANCE** before joining the programme as APCA Malaysia will not bear the cost of liability.
2. APCA Malaysia shall bear the medical expenses of RM 2,000.00 (maximum) for students under **MINOR INJURY** only during period of student's enrolment.
3. APCA Malaysia in unable to refund fees when the student is absent (from Programme) due to illness or injury or other emergency, unforeseen event or change in personal circumstances.
4. The Fee Payer is therefore advised to arrange adequate insurance to provide cover for the refund of fees in such cases of illness or injury or other emergency, unforeseen even or change in personal circumstances.

#### Grounds of Exclusion

1. The student must abide APCA Malaysia's rules as set in the House Rules handbook for the students or as may be published or announced by APCA's Lecturer during Theory week.
2. APCA Malaysia reserved the right to require a student's withdrawal including immediate withdrawal from a Programme, or part of a Programme, for a serious or aggravated disciplinary or behavioural matter including continued or repeated misconduct, or if it is considered by the Principal that such withdrawal is in the best interests of the student or the study group.
3. In the event of a student's temporary or permanent exclusion from a Programme, or expulsion from APCA Malaysia, no refund of tuition fee for the current academic year, or deposit, will be made.
4. Student's attendance is monitored by the overall percentage in accordance to City & Guilds UK. Students are required to maintain appropriate levels of attendance and may be expelled and/or reported to the City & Guilds UK should this fall below the required level.
5. If the student has not satisfactorily attended lessons (minimum 80% actual attendance), APCA Malaysia may not enter the student for City & Guilds UK examination or allow the student to continue with the programme.
6. It is important that APCA Malaysia is made aware of any welfare or medical conditions or disabilities. If a student with a pre-existing condition which was not declared, APCA Malaysia reserves the right to either ask the student to leave APCA Malaysia.

#### Personal Property

1. APCA Malaysia does not accept responsibility or liability whatsoever, including liability through the acts, omissions or negligence of its employees, agents or assignees for the student's personal property, and the student is advised to take out personal insurance to cover any loss or damage to personal property which may occur while the student is at APCA Malaysia.

#### Publicity

1. By enrolling with APCA Malaysia, students, parents, or guardians for the student, and the Fee Payer, consent to the reasonable use of the student's details and academic achievements, including images or recordings of the student howsoever made, for promotional purposes.

#### Data Protection

1. Any information provided to APCA Malaysia may be held on computer and shall be used by APCA Malaysia in accordance with its data protection registration and the data protection principles.

## DECLARATION BY APPLICANT

I have read, and I fully understood all instructions regarding my application for admission to APCA Malaysia and the information supplied in the application together with the supporting documents are correct and complete. I understand that falsification and withholding of information on this form will automatically nullify my application and/or subject me to dismissal.

**If accepted as a student of APCA Malaysia, I agree to abide by all its policies and regulation.**

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Applicant Signature

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Parent/Guardian Signature

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Date