



UNITED VISION ACADEMY

UNITED VISION ACADEMY SDN BHD
 (Company Registration No: 1 229709-H)
 Head Quarters
 No: 22-01, 20-01 & 20-02, Jalan Pertama 1,
 Pusat Perdagangan Danga Utama,
 81300 Skudai, Johor Bahru, Johor, Malaysia
 Tel: +607-5578816 / +607-5576066
 Email: info@uvacademy.edu.my

KL Campus
 6-L2-01, Level 2, Tower 2, Menara PGRM,
 No 6, Jalan Pudu Ulu Cheras, 56100,
 Kuala Lumpur Malaysia.
 Tel: +603-9202 8686 / +6012-772 5077
 Email: uvakl@uvacademy.edu.my

COURSE ENROLMENT FORM

CONFIDENTIAL

PERSONAL DETAILS

Name: _____ NRIC / Passport No: _____
 Address: _____

 Tel No. (Hp): _____ Tel No. (Office): _____
 Highest Education: _____ Date Of Birth: _____ Sex: M () F ()
 Email Address: _____ Race: Chinese Malay Indian Others
 Nationality: Malaysian () PR () Others () Please specify: _____ Work Permit No: _____
 Course Registered: _____
 Class date scheduled: _____
 Session: Morning () Afternoon () Evening ()

HOW DO YOU COME TO KNOW US? PLEASE TICK (✓)

- | | | |
|--|--|--|
| 1. Newspaper <input type="checkbox"/> | 2. UVA's Students <input type="checkbox"/> | 3. Walk-in <input type="checkbox"/> |
| 4. Banners <input type="checkbox"/> | 5. From friends <input type="checkbox"/> | 6. UVA website <input type="checkbox"/> |
| 7. Other websites <input type="checkbox"/> | 8. Flyers / brochures <input type="checkbox"/> | 7. Friend <input type="checkbox"/> Name: _____ |
9. Others, please specify: _____

COMPANY DETAILS (IF SPONSORED BY COMPANY)

Company Name: _____ Officer: _____
 Company Address: _____

 Email: _____ Tel No: _____ Fax No: _____

FOR OFFICIAL USE ONLY



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Course Fee: _____ Application Fee*: _____ Textbook/ Material Fee: _____ Others: _____ Full Payment: () Installment: () Number of monthly Installments: _____ Date of Full payment: _____	Payment: Cash/ Credit Card / Cheque Bank/ No: _____ Amount Paid: _____ Receipt/ Invoice No: _____ Balance Payment: _____ Installment start date: _____ Consultant Name: _____
ACCOUNT'S RECORDS	MANAGEMENT APPROVAL
Trainer's Name: _____ Referrer's Name: _____ Course Venue: _____	Signature: _____ Name: _____ Record Updated Date: _____

***Non-refundable (for fee structure)**

Special Remarks (if any):

Note: UVA is committed to maintaining the confidentiality of Student's personal particulars and undertakes not to divulge the information to any third party unless required by law or other statutory regulations.

TERMS AND CONDITIONS

1. RULES AND RESPONSIBILITIES

- 1.1. All applications must be accompanied with application fees, unless otherwise stated.
- 1.2. It is the student's responsibilities to ensure that he/she fulfils the entry requirement for the respective course that he/she has registered.
- 1.3. All students are to strictly adhere to the schedule of study. Late comers will not be given time extension.
- 1.4. It is the student's responsibility to notify the UVA immediately of any change of address and telephone number; otherwise the UVA is not responsible for delay or non-notification of changes of day/ time of the course and examination registration date.



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- 1.5. It is the student’s responsibility to register for the exam prior to the closing date. The UVA assist students with the registration. The examination matters are updated on the Examination noticeboards, and students are advised to check the registration and examination matters.
- 1.6. Student’s hereby agreed for full settlement of agreed course fee event if she/he is not attending classes for whatever reasons. Exceptional with management approval for such waiver requests, if any.
- 1.7. Eating and drinking in the classrooms are strictly prohibited. Smoking is strictly prohibited in the UVA premises at all times.

2. PAYMENT OF FEES

- 2.1. All course fees on installment basis must be paid on or before the due date. In the event of any delay or default in payment of the course fees, UVA shall be entitled to levy an additional administrative charge of RM15 per month (Part-time course) RM30 (Full-time course) until such outstanding payment is settled in full.
- 2.2. Notwithstanding any absence or failure by the student to attend any classes or lessons for any reason whatsoever, the student remains liable to make payment for any fees due.
- 2.3. Cheques are to be crossed and made payable to **United Vision Academy Sdn Bhd**. Please do not issue post-dated cheques.
- 2.4. For cash payment by Students, please insist and ensure that he/she is to obtain copy of UVA’s official receipts for record. It is the student’s responsibility to keep the official receipts for future references if any.

3. WITHDRAWAL / REFUND

- 3.1 All withdrawal should be made in writing to United Vision Academy Sdn Bhd, and handled notice to UVA office.

% of the aggregate amount of total course fees	If student’s written notice of withdrawal is received
50%	More than 21 days before the Commencement Date
20%	Between 07-21 days before the Commencement Date
0%	Less than 07 days or after the Commencement Date

- 3.2 UVA is entitled to less any other charges besides Application Fee, fees payable to third parties or charges incurred.
- 3.3 Non-refundable applied for application (registration) fee, third parties’ charges and course material fee paid.
- 3.4 In the event that the school is unable to commence the class after 3 months, a full refund will be made to the student. However, in this circumstance, if student withdraws within 3 months, normal refund policy applies.
- 3.5 **The program offers are non MQA accredited programs. UVA is non MQA Accredited private institution.**
- 3.6 For package deal or special discount offered taken by students, no partial or unattended subject cancellation nor refund request will be allowed. This deal will be considering as single program.
- 3.7 Students agreed to and consented to continue paying the installments due on time regardless attended the lessons or programs enrolled, unless otherwise approval granted by UVA management.

4. DECLARATION BY STUDENT

I declare that the information given by me is true and correct. I have read and understand the Terms and Conditions and hereby agree to abide by the rules and regulations of the UVA. I am fully aware and agrees that my name, group photos and results of achievement will be utilized by the UVA for publicity and marketing purposes.

 Signature of Student

 Date

 Name of Student