



**PUSAT LATIHAN UVA (JZ4B008)**  
**UNITED VISION ACADEMY SDN BHD (1229709-H)**  
No: 22-01, 20-01 & 20-02 Jalan Pertama 1,  
Pusat Perdagangan Danga Utama,  
81300 Skudai. Johor Bahru. Johor. Malaysia  
Email: [info@uvacademy.edu.my](mailto:info@uvacademy.edu.my)  
Website: [www.uvacademy.edu.my](http://www.uvacademy.edu.my)  
Tel: +607-5578816 / +607-5576066

**WORKSHOP ENROLMENT FORM**

**CONFIDENTIAL**

**PERSONAL PARTICULARS**

Name: \_\_\_\_\_ NRIC / Passport No \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel No. (Hp) \_\_\_\_\_ (Office) \_\_\_\_\_ (Res) \_\_\_\_\_  
Educational Qualification: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_ Sex: M ( ) F ( )  
Email Address: \_\_\_\_\_ Race: Chinese ( ) Malay ( ) Indian ( ) Others ( )  
Nationality: Malaysian ( ) PR ( ) Others ( ) Please specify: \_\_\_\_\_  
Course Registered: \_\_\_\_\_  
Class date scheduled: \_\_\_\_\_  
Session: Morning ( ) Afternoon ( ) Evening ( )

**How do you come to know us? Please tick. ( ✓ )**

1. Newspaper ( ) 2. UVA's Students ( ) 3. Walk-in ( ) 4. Banners ( )  
5. From friends ( ) 6. UVA website ( ) 7. Other websites ( ) 8. Flyers/ brochures ( )  
9. Others, please specify: \_\_\_\_\_

**Company Particulars (If sponsored by Company)**

Company Name: \_\_\_\_\_ Officer: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Workshop Fee: _____	Payment: Cash/ Credit Card / Cheque
Application Fee*: _____	Bank/ No: _____
Textbook/ Material Fee: _____	Amount Paid: _____
Others: _____	Receipt/ Invoice No: _____
Full Payment: ( ) Installment: ( )	Balance Payment: _____
Date of Full payment: _____	Consultant Name: _____

**Account's Records**

**Management Approval**

Trainer's Name: \_\_\_\_\_

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



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Referrer's Name: \_\_\_\_\_ Record Updated Date: \_\_\_\_\_

Course Venue: \_\_\_\_\_

**\* 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.
- 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. Eating and drinking in the classrooms and library 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) RM \$30 (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.



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- 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 students 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.

<b>% of the aggregate amount of total course fees</b>	<b>If student's written notice of withdrawal is received</b>
<b>50%</b>	More than 21 days before the Commencement Date
<b>20%</b>	Before, but not more than 21 days before the Commencement Date
<b>0%</b>	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.

**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 that my name and results of achievement will be utilized by the UVA for publicity and marketing purposes.

\_\_\_\_\_  
**Signature of Student**

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

\_\_\_\_\_  
**Name of Students**