



UNITED VISION ACADEMY
(Reg No: 1229709-H)
No: 22-01 Jalan Pertama 1,
Pusat Perdagangan Danga Utama,
81300 Skudai. Johor Bahru. Johor. Malaysia
Tel: +607-5578816 / +607-5576066
Email: info@uvacademy.edu.my

FACILITIES REQUEST FORM

CONFIDENTIAL

CUSTOMER'S PARTICULARS

Company Name: _____
Address: _____
Contact Person: _____ (HP) No: _____
Email Address: _____ Office No: _____

SERVICES REQUIRED Please tick. (✓)

Renting of: Classroom [] Room Number: _____
Meeting room [] Includes: Projector []
Tables []
Chairs []
Others: _____ Whiteboard []
Marker Pens []
Others, _____

Period: Date: _____ to _____ (inclusive)
Time: _____ to _____

Purposes: _____

No of days: _____ Rate Charged: RM _____ Hour / Day* Total Amount: _____

Deposit Collected: _____ Official Receipt No: _____ Date _____

Mode of payment: Cash / Cheque: _____

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 specifv: _____

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.



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FOR OFFICIAL USE ONLY

Amount Payable: _____ Deposit Paid: _____ Balance Due: _____ Others: _____ Full Payment: () Part Payment: () Final Payment () Date for Full payment: _____	Payment: Cash/ Credit Card / Cheque Bank/ No: _____ Amount Paid: _____ Receipt/ Invoice No: _____ Balance Payment: _____ Consultant Name: _____
Account's Records	Management Approval
Attended Name: _____ Referrer's Name: _____	Signature: _____ Name: _____ Record Updated Date: _____

* delete where inapplicable

TERMS AND CONDITIONS

- 1. RULES AND RESPONSIBILITIES**
 - 1.1. It is the customer's responsibilities to ensure that the rental scheduled that registered are to follows. No further reminders will be issued prior to the date(s) registered.
 - 1.2. Customers are to strictly adhere to the schedule of rental period. Late comers will not be given time extension.
 - 1.3. Eating and drinking in the classrooms, meeting room and library are strictly prohibited, unless agreed upon. Smoking is strictly prohibited within the UVA premises at all times.
 - 1.4. When handling over the facilities to UVA, the customers has to ensure that it is in good original condition. Any damages or repairing cost will be solely at customer's responsibilities.
 - 1.5. Deposit paid shall be payable (or refund) without interest, after deduct any amount deemed payable only, after 3 working day from the date officially handover with notice.
 - 1.6. UVA reserve the right to cancel, terminated and/or aborted the rent services even event in progress without any compensation and prior notice given if believe customer's is going to / or conducting the illegal activities within UVA premises.

- 2. RENTAL FEE POLICIES**
 - 2.1. All service / rental fees on partly or installment basis must be paid on or before the due date. In the event of any delay or default in payment of the fees, UVA shall be entitled to levy an additional administrative charge of RM50 a month until such outstanding payment is settled in full.
 - 2.2. Notwithstanding any absence or failure by the customer to utilize the facilities booked for any reason whatsoever, the customer remains liable to make payment for any fees due.
 - 2.3. Cheques are to be crossed and made payable ONLY to **United Vision Academy Sdn Bhd**. Please do not issue post-dated cheques.



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- 2.4. UVA Bank account details is with **Hong Leong Bank Berhad**, Taman Sutera Utama, Johor Bahru Branch. **Account Number: 37900014979. (Account Name: United Vision Academy Sdn Bhd)**. United Vision Academy will not be responsible or entertained for incorrect bank account deposited by customer or third parties, if any.
- 2.5. Customer needs to email, fax or WhatsApp deposit slip advice to UVA as prove of direct payment, if he/she deposited the payment direct into UVA bank account.
- 2.6. For cash payment by customer, please insist and ensure that he/she is to obtain copy of UVA's official receipts for record. It is the customer's responsibility to keep the official receipts for future references.

3. AMENDMENT / CANCELLATION POLICIES

3.1 All amendment / cancellation by customers should be **made in writing** to United Vision Academy Sdn Bhd.

% of the aggregate amount of total fees	If written notice of amendment / termination notice is received
50%	More than 21 days before the scheduled Date
20%	8 days to 21 days before the scheduled Date
0%	7 days before the scheduled date & After the scheduled Date

- 3.2 UVA is entitled to less any other charges that fees payable to third parties or financial institution charges incurred.
- 3.3 In the event that the UVA is unable to allocate the facilities to customer within one month from date requested for whatever reasons, a full refund will be made to the customer. However, in this circumstance, if customer withdraws within 1-month, normal refund policy applies.

4. DECLARATION BY CUSTOMER'S REPRESENTATIVE

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 Representative

Date

 Name of Representative

 Company Stamp

Attended By:

 UVA's officer name

 UVA's officer signature