



LE CORDON BLEU®
MALAYSIA

*Application
Form
2015*

*Latest Coloured
Passport Size Photo*

- New Application Progression Student

Section 1 *Personal Particulars*

Name (as in NRIC / Passport) _____
 NRIC No. / Passport No. _____
 Date of Birth DAY MONTH YEAR _____
 Nationality _____ Place of Birth _____
 Race _____ Marital Status Single Married
 Religion _____ Gender Male Female
 Secondary School _____

Section 2 *Correspondence Details*

Correspondence Address _____ CITY _____
 _____ POSTCODE _____ STATE _____ COUNTRY _____
 Contacts TEL _____ MOBILE PHONE _____ EMAIL / FAX _____

Section 3 *Programme Particulars*

I wish to apply for enrolment in the following programme(s)

Please selected programme(s), appropriate intake and include year of study

- | | | | | | |
|---|-----------------------------------|-----------------------------------|------------------------------------|-----------------------------------|-------------|
| <input type="checkbox"/> Diplôme de Commis Cuisinier (9 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM72 800.00 |
| <input type="checkbox"/> Certificat d'Assitant de Cuisine (3 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM23 300.00 |
| <input type="checkbox"/> Certificat de Cadet de Cuisine (3 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM24 000.00 |
| <input type="checkbox"/> Certificat de Commis de Cuisine (3 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM25 500.00 |
| | | | | | |
| <input type="checkbox"/> Diplôme de Commis Pâtissier (9 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM72 800.00 |
| <input type="checkbox"/> Certificat d'Assistant de Pâtisserie (3 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM23 300.00 |
| <input type="checkbox"/> Certificat de Cadet de Pâtisserie (3 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM24 000.00 |
| <input type="checkbox"/> Certificat de Commis de Pâtisserie (3 months) | <input type="checkbox"/> Jan ____ | <input type="checkbox"/> Apr ____ | <input type="checkbox"/> July ____ | <input type="checkbox"/> Oct ____ | RM25 500.00 |
| | | | | | |
| <input type="checkbox"/> Le Cordon Bleu Tool Kits (Cuisine or Pâtisserie) | | | | | RM6 400.00* |
| <input type="checkbox"/> Le Cordon Bleu Uniforms & Textbook (Cuisine or Pâtisserie) | | | | | RM1 200.00* |

* Required for all applicants of Certificat d'Assitant and / or Diplôme de Commis programme.

Section 4 *Emergency Contact (Person to be contacted in an emergency)*

Contact Person _____ RELATIONSHIP _____
Contacts TEL _____ MOBILE PHONE _____ EMAIL / FAX _____

Section 5 *Medical History (If you are physically disabled, please state the nature of the disability. If not, please write "Nil")*

Disability _____
Other medical conditions that may be concern (e.g., Allergies, Asthma, Colour Blindness, Heart / Kidney Condition, etc.):

Section 6 *Academic Record*

Are you a former student of Sunway University?
 Yes
Programme _____ Years of Study _____
Student ID _____ Intake MONTH YEAR _____
 No Please provide the following details:
Results Actual Forecast
Last Qualification _____ Years Completed _____
School / Institution _____

Section 7 *English Language Proficiency*

Are you a former student of Sunway University? Yes (Proceed to next section) No (Complete the following)
Have you studied at secondary or tertiary level
with English as the language of instruction? Yes No
If you are enrolled, or are planning to enrol, in English studies, give details below:
Date of course DAY MONTH YEAR Level _____ Institution _____
(For progression to Academic Programme)
IELTS Academic overall score _____ TOEFL score _____ English Language _____

Section 8 *Employment Status and Reasons of Application (If applicable)*

Which BEST describes your current employment status?	What is your major REASON/S of applying for this Programme?
<input type="checkbox"/> Full-Time Employee	<input type="checkbox"/> Get A Job
<input type="checkbox"/> Part-Time Employee	<input type="checkbox"/> To Develop My Existing Business
<input type="checkbox"/> Self-Employed – Not Employing Others	<input type="checkbox"/> To Start My Own Business
<input type="checkbox"/> Employer – Unpaid Worker In A Family Business	<input type="checkbox"/> To Try For A Different Career
<input type="checkbox"/> Unemployed – Seeking Full-Time Work	<input type="checkbox"/> To Get A Better Job or Promotion
<input type="checkbox"/> Unemployed – Not Seeking Employment	<input type="checkbox"/> It Was A Requirement of My Job
	<input type="checkbox"/> I Wanted Extra Skills For My Job
	<input type="checkbox"/> To Get Into Another Course of Study
	<input type="checkbox"/> For Personal Interest of Self-Employment
	<input type="checkbox"/> Other Reasons: _____

Section 9**Important Notes (Please read carefully)**

1. Applicants must ensure they meet the entry requirements for the selected Programme before submitting this Application Form.
2. Malaysian application : To be submitted at least two (2) weeks before the commencement of intake.
International application : To be submitted at least ten (10) weeks before the commencement of intake.
International applicants passport must be valid for a minimum period of twelve (12) months from the commencement date of the intake.
3. Non-refundable Application Fee must accompany the Application Form, together with all required documents. All charges incurred to process documents such as medical reports, service fee for certifying true copies of the documents and postages are to be borne by the applicant.
4. Application cannot be processed without the required items (as indicated in Section 10).
5. All applicants of Certificat d' Assistant and Diplôme de Commis Programme are required to pay for Tool Kits, Uniforms and Text Books.
6. Progression applicants must provide proof of Certificat's obtained from other Le Cordon Bleu schools for validation before the application is processed.
7. The remaining package fees must be paid in full to the institute within the stipulated date in order to secure a seat of the Programme applied for.
8. Methods of payment:
 - A. Telegraphic Transfer to be made payable to **Sunway Le Cordon Bleu Sdn. Bhd.**
Bank Account No. : 352-505077-101
Bank Name : HSBC Bank (M) Berhad
Bank Address : 2A & 2A-1, Jalan USJ 10/1B, 47620 Subang Jaya, Selangor Darul Ehsan, Malaysia.
Bank Swift Code : HBMEMYKL
 - B. Cheque and Bank draft to be made payable to Sunway Le Cordon Bleu Sdn. Bhd. and posted to the Admission Units (details as below).
 - C. Cash and Credit Card payment has to be made over the finance counter. Please **DO NOT** send cash through the post. Sunway Le Cordon Bleu Sdn. Bhd. will not be held responsible for the loss of cash or any other eventualities that may occur.
9. Failure to pay fees may result in the applicant being barred from entering class to commence the term.
10. Applicant is considered fully registered upon subject enrolment and payment of all fees as set out in the Programme invoice.
11. For further details, please refer to the Fee, Refund and Conditions policy.

Section 10**Enclosures (Checklist of required documents)**

For efficient processing of your application, please ensure that you have provided all relevant documents by completing the checklist below. All documents must be translated to English. Please tick the applicable boxes.

Malaysian Applicant

- Complete and signed Application Form*
- Application Fee of RM1 600.00 (Non-refundable)*
- Two (2) passport-sized photographs*
- Certified true copy of NRIC (Front and back)*
- Certified true copies of relevant examination results*
- CV / Resumé / Character Reference Letter*
- School completion / Completion certificate
- Evidence of work experience (If applicable)
- Supporting documents for exemptions (If applicable)
- Letter from Sponsor (For sponsored students only)
- Residence Application Form (If applicable)
- Residence Application Fee of RM500.00 to SEG account (Non-refundable) (If applicable)

International Applicant

- Complete and signed Application Form*
- Application Fee of RM5 400.00 (Non-refundable)*
- Seven (7) passport-sized photographs (Blue background)*
- Certified true copy of passport (Complete passport including blank pages)*
- Certified true copies of relevant examination results from Highschool onwards*
- School completion / Completion certificate*
- CV / Resumé / Character Reference Letter*
- Evidence of work experience (If applicable)
- Supporting documents for exemptions (If applicable)
- *Health examination report
- Letter from Sponsor (For sponsored students only)
- Residence Application Form (If applicable)
- Residence Application Fee of RM500.00 to SEG account (Non-refundable) (If applicable)

Documents should be posted to The Admissions Unit.

The fees stated with * above are required to be paid for the first enrolment.

Sunway Le Cordon Bleu Institute of Culinary Arts
No.5, Jalan Universiti, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia.
T +603 5632 1188 F +603 5631 1133 E Malaysia@cordobleu.edu

FEES, REFUNDS AND CONDITIONS POLICY

FEES

1. A non-refundable application fee is payable upon application for enrolment or reenrolment.
2. Invoiced fees must be paid to Sunway Le Cordon Bleu Sdn Bhd and proof of receipt of payment must be confirmed before a confirmation of enrolment can be issued.
3. Prior to Orientation date, Sunway Le Cordon Bleu Sdn Bhd is entitled to accept up to 50% of the total tuition fees for programmes longer than twenty (20) weeks and 100% of the total tuition fees for programme of twelve (12) weeks or less. However, should the intake be unavailable to the applicant after payment has been received, every reasonable effort will be made to accommodate the applicant in the next available intake.
4. Applicant must pay tuition fees as per a provided Letter of Offer; all cleared funds must be received no less than thirty (30) days prior to the programme commencement.
5. Re-enrolling / continuing student should pay the full amount of all invoiced fees in cleared funds no later than fourteen (14) days prior to the programme commencement.
6. Sunway Le Cordon Bleu Sdn Bhd reserves the right to review fees at any time without prior notice. Any changes of fees will be advised in writing / email to current students and applicants, and will appear in all public, promotional and marketing materials, at least one (1) month prior the commencement of the study period which they apply.
7. The revised fees applied to all payments due from the published effective date
8. Tuition fees and supplementary fees will be itemised on all invoices and in the application form
9. Where a student is required to repeat a programme, the student will be required to re-enrol and pay the application fee and applicable tuition fee nominated for that programme, on each occasion.
10. After issuance of an original Academic Transcript, Statement of Attainment or Parchment on completion of a programme or part thereof, all additional requests will incur a charge of RM100.00 per Academic Transcript or Statement of Attainment, and RM200.00 for each additional Le Cordon Bleu Parchment.
11. New students must pay the full amount of all invoiced fees in cleared funds not less than thirty (30) days prior to the commencement of the programme.
12. Cuisine and/or Patisserie tuition fees do not include uniforms or equipment. All uniform alteration costs will be fully borne by the student.
13. A graduation fees is required base on the programme applied. Other fees for special occasion will be informed accordingly.

SUNWAY LE CORDON BLEU SDN BHD DEFAULT

14. If an applicant or student is unable to complete a Sunway Le Cordon Bleu Institute of Culinary Arts programme due to a default by Sunway Le Cordon Bleu Sdn Bhd, being the failure to start the programme on the agreed starting date, the programme ceasing after it starts and before it is completed or because a sanction is imposed upon. The applicant and/or student shall be entitled to a pro-rata refund of the tuition fees or an alternative programme. Where a refund is required, the amount of the refund will be paid within 30 days of the date of default and shall be

accompanied by a written statement setting out how the amount has been calculated.

STUDENT DEFAULTS

15. Where an applicant elects to withdraw and not to commence a Le Cordon Bleu Malaysia programme and gives notice in writing at least twenty-eight (28) days' before commencement of the programme, 85% of any tuition fees paid for programmes not yet commenced, will be refunded. If an applicant gives less than twenty-eight (28) days' notice he or she will not be entitled to any refund.
16. The applicant may elect to have any paid tuition fees transferred to an alternative Le Cordon Bleu programme if he or she has an approved application for the alternative programme. If an applicant gives less than twenty-eight (28) days' notice he or she will not be entitled to any refund or transfer of fees.

DEFERRING PROGRAMME COMMENCEMENT

17. No refund will be made where a student or applicant fails to complete, withdraws from or does not commence a Le Cordon Bleu programme as a result of (a) change to student visa status (b) cancellation of the student visa (c) students elects to transfer to a different provider after the student has commenced.
18. (a) Where an applicant elects to defer commencement of a Sunway Le Cordon Bleu Sdn Bhd programme for which an Letter Of Offer form has been issued, any tuition fees or deposits paid will be held for up to twelve (12) months from the original commencement date, to be applied to the new commencement date, on the condition that the written application to defer commencement has been received from the applicant by Sunway Le Cordon Bleu Sdn Bhd not less than twenty-eight (28) days prior to the original commencement date.
19. (b) Applicant electing to defer to later intakes must do so in writing no less than fourteen (14) days prior to the programme commencement date. Applicant notifying Sunway Le Cordon Bleu Institute of Culinary Arts of their intent to defer to a later date less than fourteen (14) days prior to programme commencement date will incur a new application fee.
20. Every reasonable effort will be made to accommodate the applicant in a later programme of his or her choice. If the fee for the programme to be attended is greater than that of the programme originally selected, the applicant shall pay the balance in cleared funds to Sunway Le Cordon Bleu Sdn Bhd prior to programme commencement.
21. Once the twelve (12) months period after deferment lapses, the student would be required to re-apply to Sunway Le Cordon Bleu Sdn Bhd and an application fee required.

PAYMENT

22. Applicant is strictly not allowed to commence the term applied if required payment as stated in the programme invoice is not received by Sunway Le Cordon Bleu Sdn Bhd.
23. Student refusing to pay tuition fees of the subsequent level(s) after request(s) have been made in writing shall be refused entry into class until the outstanding fees have been remitted to Sunway Le Cordon Bleu Sdn Bhd in full.
24. Sunway Le Cordon Bleu Sdn Bhd will also pass on any charges incurred to collect outstanding monies.
25. Sunway Le Cordon Bleu Sdn Bhd accepts payment from major credit card. All bank fees and charges during telegraphy transfer incurred shall be borne by the student.

APPLICATION AND ENROLMENT CONDITIONS

26. Sunway Le Cordon Bleu Sdn Bhd reserves the right at its absolute discretion to reject, suspend or cancel any application of enrolment, and it shall be under no obligation whatsoever to give reasons for its decision unless bound to do so. Le Cordon Bleu Malaysia can, as part of the application process, interview applicants who have applied for Le Cordon Bleu programmes.
27. All students are bound to comply with the rules and regulations stated in the Le Cordon Bleu Malaysia Student Handbook which are subject to change from time to time.
28. Sunway Le Cordon Bleu Sdn Bhd shall be under no liability whatsoever to any applicant or student for any loss or damage, sustained at or upon the School's premises however caused, or whether in respect of any negligence act negligent act or omission by Sunway Le Cordon Bleu Sdn Bhd, its employees, agents or servants or otherwise.
29. Applicants and students are obliged to notify Sunway Le Cordon Bleu Sdn Bhd of any changes of address, contact number and email address during the application process or whilst enrolled in a programme.
30. Sunway Le Cordon Bleu Sdn Bhd reserves the right in its absolute discretion to review and alter the organization and/or structure of the programme at any time in accordance with its governance structures.
31. If any material alteration is made before the commencement of a programme, Sunway Le Cordon Bleu Sdn Bhd will make all reasonable efforts to notify any applicant/student so affected.
32. Sunway Le Cordon Bleu Sdn Bhd covers only the accidental insurance during the period of student's enrolment.
33. Sunway Le Cordon Bleu Sdn Bhd reserves the right and liberty to use promotional work taken in the form of photography, films or reproductions for the purpose of advertising, photography and publicity – either wholly or in part, in any manner or form whatsoever and in any medium, either separately or in conjunction with other photographs, films or reproductions thereof, including the works produced by students.
34. No applicant or student shall be entitled to use the names "Le Cordon Bleu" and its logo under any circumstances or at any time or in any place whatsoever, whether before, during or after their programme and whether as a trade mark, company or trading name or otherwise, regardless of the service or products presented with no time or geographical limitation.
35. This policy is correct at time of printing, but subject to change without notice.

Acknowledgement

I, _____
(NRIC / Passport No: _____)
hereby read, understood and accept the above rules and regulations and will abide herewith in conjunction with my application for the Programme.

Signature of Applicant: _____

Date: _____ (dd/mm/yy)