



LE CORDON BLEU®
SOOKMYUNG ACADEMY

APPLICATION FORM

* Required field

1. PERSONAL INFORMATION

☐ Mr. _____ ☐ Ms. _____

Last Name*:

First Name*:

Date of Birth*:

Passport No. & VISA Type:

Permanent Address*: ()

Telephone:

Mobile*:

Email*:

Company Name:

Company Address: ()

Telephone:

Fax:

2. EMERGENCY CONTACT INFORMATION

Name (in full)*:

Relationship*:

Address*: ()

Telephone:

Mobile*:

Email:

3. PROGRAM SELECTION & ENTRY DATE*

Diploma Program

☐ Cuisine ☐ Pastry ☐ Bakery ☐ Grand

Certificate Program

Cuisine ☐ Basic Cuisine ☐ Intermediate Cuisine ☐ Superior Cuisine

☐ Superior Cuisine

Pastry ☐ Basic Pastry ☐ Intermediate Pastry

☐ Superior Pastry

Bakery ☐ Basic Bakery ☐ Advanced Bakery

Year

☐ Term 1 ☐ Term 2 ☐ Term 3 ☐ Term 4

☐ Weekday Class ☐ Weekend Class

4. INFORMATION SOURCE

(How did you find about Le Cordon Bleu?)

☐ Le Cordon Bleu Brochure

☐ Friends / Acquaintances

☐ Le Cordon Bleu Alumni

☐ Representative / Agent

☐ Press Article

☐ Advertising

☐ Academy Website

☐ Portal / Blog

☐ Event / Seminar / Fair

☐ Professional Association

☐ Other (please specify):

5. MEDICAL CONDITIONS / DIFFICULTIES*

Please provide details so we may assist you.

(04310) 7F Continuing Education Bldg.,

Sookmyung Women's University

TEL. +82 2 719 6961~2 FAX. +82 2 719 7569

EMAIL. seoul_admissions@cordobleu.edu

www.cordobleu.edu/seoul

6. APPLICATION PROCEDURE

In order to process the application form, it must be completed satisfaction, i.e. all sections legible and complete. Le Cordon Bleu undertakes to ensure that all applications assessed in an ethical and responsible manner.

Stage 1

1) Complete and sign application form with passport photo. 2) Attach resume including passport photo, background, education, experiences and special interests. 3) Attach letter of motivation detailing your culinary goals, career objectives. 4) Submit above documents by e-mail or post.

Stage 2

Once the candidate has been accepted by the admissions jury, Le Cordon Bleu will contact you and provide all the necessary information regarding the payment of tuition fees, orientation program as well as the internal rules.

Stage 3

The application fee, a non refundable, shall be paid upon the notification of acceptance within a 1 week. The full amount of the remaining course fees in cleared funds must be paid 4 weeks prior to the commencement of the course.

ADMISSIONS POLICY

1. All new students must start from Basic for cuisine, pastry, and bakery regardless of his/her work experience.
2. Le Cordon Bleu has a right to reject the acceptance in case of discover faulty information in the application of enrolment and documents submitted or applicants who did not meet the entry requirements.
3. No students shall be entitled to use the name and/or logo "Le Cordon Bleu" under any circumstance or at any time or in any place including internet whatsoever, whether before, during or after their training and whether as a trademark, company or trading name or otherwise, regardless of the service or products presented with no time or geographical limitation.
4. All students are bound to comply with the rules and regulations stated in the Le Cordon Bleu Student Handbook and the General and Academic Policy and Procedures which is subject to change from time to time.

TERMS AND CONDITIONS OF PAYMENT, DEFERMENT AND CANCELLATION

1. All fees are payable in Korean Won only. Payment must be made by bank transfer to:

Bank: Shinhan Bank Account No.: 140-010-910570 Beneficiary: Sookmyung Women's University

2. Course fee refers to application fee, tuition fee, uniform and toolkit. Application fee is KRW 500,000 and must be paid within a week after application submitted.
3. New students shall pay the full amount of all remaining fees in cleared funds not less than 4 weeks prior to the commencement of courses. If an applicant fails to comply, the school is entitled to cancel the place on the program.
4. The school allows giving more than 2 weeks prior written notice of intention to defer or change the course. However, applicants must re-enroll within 1 year and pay the balance if the fee is greater than originally selected within this period.
5. An applicant, who gives written notice to cancel before the commencement of the program, shall be entitled to a refund of all payments made. Refund form must be filled and submitted. Once the program started, students shall be entitled 2/3 of tuition fee refund at the point of no later than 1/3 and likely entitled 1/2 of tuition fee at no later than 1/2 point. After a half of total period, no refund will be made.
6. If a student fails to complete a program for any reason whatsoever rather than condition 6, no refund of fees or reduction in fees payable shall be made.
7. In the unlikely event of a program being cancelled by the school, any payments made by the student in advance will be refunded in full, or transferred to another program the student selects.

I have read and understood the school terms and conditions of enrollment, the payment of fees and the refund policy described.

Date: _____ **Name:** _____ **Signature:** _____