



LE CORDON BLEU®
MALAYSIA

Application Form



LE CORDON BLEU[®]
MALAYSIA

Application Form
2020/2021

*Please affix a recent
passport size
photograph here*

Name : _____

for office use only :

SLCB ID : _____
EMX ID : _____
EM Portal ID : _____

***Section 1** *Programme Particulars*

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

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

Grand Diplôme

- | | | | | |
|---|----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Diplôme de Cuisine (9 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |
| <input type="checkbox"/> Diplôme de Pâtisserie (9 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |

Diplôme de Cuisine (9 months)

- | | | | | |
|--|----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Basic Cuisine Certificate (3 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |
| <input type="checkbox"/> Intermediate Cuisine Certificate (3 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |
| <input type="checkbox"/> Superior Cuisine Certificate (3 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |

Diplôme de Pâtisserie (9 months)

- | | | | | |
|---|----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Basic Pâtisserie Certificate (3 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |
| <input type="checkbox"/> Intermediate Pâtisserie Certificate (3 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |
| <input type="checkbox"/> Superior Pâtisserie Certificate (3 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |

Diplôme de Boulangerie (9 months)

- | | | | | |
|--|----------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Basic Boulangerie Certificate (4.5 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |
| <input type="checkbox"/> Advanced Boulangerie Certificate (4.5 months) | <input type="checkbox"/> Jan ___ | <input type="checkbox"/> Apr ___ | <input type="checkbox"/> July ___ | <input type="checkbox"/> Oct ___ |

Bridging Course for Grand Diplôme (New)
(for Le Cordon Bleu Malaysia & Adelaide Diploma Alumni)

- Please indicate your Le Cordon Bleu ID numbers : _____ Remark: _____

* Mandatory

** These dates are subject to change

New Application Progression Student

***Section 2 Personal Particulars (Please write clearly in BLOCK capitals)**

Name (as in NRIC / Passport) _____

NRIC No. / Passport No. _____

Race _____

Place of Birth _____

Nationality _____

Marital Status Single Married

Date of Birth DAY MONTH YEAR _____

Gender Male Female

Religion _____

If you are now in Malaysia, please specify your immigration pass type (*For international applicant only please*)

Student Social visit Dependant Others: _____ Expiry Date: _____

***Section 3 Correspondence Details**

Correspondence Address _____

Permanent home address POSTCODE CITY COUNTRY _____

(If different from above)

Contacts TEL (area code and number) MOBILE EMAIL _____

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

Contact Person RELATIONSHIP _____

Contacts TEL MOBILE PHONE EMAIL _____

***Section 5 Medical History**

Do you have a disability, impairment or long medical condition?

Yes No

If yes, please tick all that apply

Allergies Asthma Colour blindness Heart/kidney condition Learning

Others: _____

***Section 6 Academic Record**

1) Are you a former student of Sunway University?

Yes (Please complete the following) No

Programme Years of Study _____

Student ID Intake MONTH YEAR _____

2) Results Actual Forecast

Highest Qualification Completion Years _____

Secondary School / Institution _____

3) English Language Proficiency

Do you have any of the following qualification? (*Please*)

IELTS TOEFL MUET OTHERS: _____ Overall band/score: _____

** Mandatory*

Section 7**Employment Status and Reasons of Application (If applicable)****Which BEST describes your current employment status?**

- Full-Time Employee
- Part-Time Employee
- Self-Employed – Not Employing Others
- Employer – Unpaid Worker In A Family Business
- Unemployed – Seeking Full-Time Work
- Unemployed – Not Seeking Employment

What is your major REASON/S of applying for this Programme?

- Get A Job
- To Develop My Existing Business
- To Start My Own Business
- To Try For A Different Career
- To Get A Better Job or Promotion
- It Was A Requirement of My Job
- I Wanted Extra Skills For My Job
- To Get Into Another Course of Study
- For Personal Interest of Self-Employment
- Other Reasons: _____

Section 8**(Checklist of required documents for Admission)****Malaysian Applicant**

- Complete and signed Application Form*
 - Application Fee of RM1,600.00 (Non-refundable)*
 - One (1) passport-sized photographs*
 - Copy of NRIC (Front and back)*
 - 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)
- If you require on-campus accommodation, please complete the Hostel Application form
 - A hostel application fee of RM500.00 is required for each application. This fee is non-refundable.
 - Email address: enquiry_residence@sunway.edu.my

International Applicant

- Completed Sunway Le Cordon Bleu Application Form
- A non-refundable Sunway Le Cordon Bleu Application fee payment of RM2,120
 - Total initial payable amount must be inclusive of EMGS Visa Processing Fee.
 - EMGS Visa & Admin fee :RM3,000 (*non-refundable upon submitting the application form*)
- Academic result / transcript, please follow the below file specification:
 - file type : PDF only
 - maximum file size : 1000KB
- Passport size photograph, please follow the below file specification:
 - applicant photo (35mm x 45mm)
 - file type: JPG only
 - maximum image width : 217px
 - maximum image height : 280px
 - maximum file size : 66KB
 - background colour : white only
- Passport copies, please follow the below file specification:
 - passport validity must be at least 24months
 - file type : PDF only
 - maximum file size : 200KB
- Health Declaration Form
- CV / Resume / Character Reference Letter*
- Evidence of work experience (if applicable)
- Letter from Sponsor (For sponsored students only)

Section 9**Education Representative (If any)**

Company Name _____

Contact Person

TEL _____

MOBILE PHONE _____


EMAIL / FAX _____

Contacts _____

Address _____

* Mandatory

Section 10**Important Notes (Please read carefully)**

1. This application cannot be processed without the required items (as indicated with *)
2. Applicants must ensure that they meet the entry requirements for the selected Programme before submitting this Application Form.
3. Malaysian application : To be submitted at least two (2) weeks before the commencement of intake.
International application : To be submitted one (1) term before the commencement of intake.
4. 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.
5. Student visa cannot be processed without the required items as indicated with * in Section 8
6. All applicants of Certificat and Diplôme Programmes are required to pay for Tool Kits, Uniforms and Text Books.
7. Progression applicants must provide proof of Certificat's obtained from other Le Cordon Bleu schools for validation before the application is processed.
8. 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.
9. Methods of payment:
 - A. Online payment (credit card/debit card) can be made at www.cordonbleu.edu/malaysia/home/en
 - B. 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 : HBMBMYKL
 - C. Cheque and Bank draft to be made payable to Sunway Le Cordon Bleu Sdn. Bhd. and posted to the Admissions Unit.
 - D. 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.
10. Methods of payment for international students only:
 - A.  - Flywire handles international payments for Le Cordon Bleu Malaysia.
- Kindly visit <https://www.flywire.com/pay/lcbmalaysia> to begin your payment process.
11. Failure to pay fees may result in the applicant being barred from entering class to commence the term.
12. Applicant is considered fully enrolled upon subject enrolment and payment of all fees as set out in the Programme invoice.
13. For further details, please refer to the Fee, Refund and Conditions policy.

Section 11**Declarations**

I acknowledge that all the information provided is correct and declare that I will abide by the terms and conditions in the Fee, Refund & Conditions Policy. I agree to be bounded by Le Cordon Bleu Malaysia's rules and regulations, and acknowledge that all disputes arising from the details and conditions contained in this Application Form shall be governed by and construed in accordance with the laws of Malaysia. I acknowledge that my personal information may be shared between the registered providers. This information includes personal and contact details, course enrolment details and changes.

I understand that my personal information will be made available on the Le Cordon Bleu's Worldwide Database for Alumni purposes. I declare that I have read and understand each of the Code of Practice, Le Cordon Bleu's Policies, Procedures & Accreditation outlined. I understand that the information contained within this Document / Application Form will be made available to partnering institutions, eg. Sunway University, Sunway College, Monash University Malaysia if relevant

I _____ agree to maintain a minimum of 90% attendance.
Students who fall below this attendance rate will have to show why they should not be withdrawn.

*Signature of Applicant _____

*Date DAY _____ MONTH _____ YEAR _____

*Signature of Parent / Guardian (If under 18) _____

*Date DAY _____ MONTH _____ YEAR _____

Section 12**Admission Procedure**

Only completed and legible application will be presented to the admission jury. Le Cordon Bleu Malaysia undertakes to ensure that all applications are assessed in an ethical and responsible manner. Please take note on your applications timeline, if your applications are not sent on time prior to the commencement of the Programme, please contact the institute directly at +603 5632 1188

Stage 1 Applicant to submit a complete signed application form with a non-refundable application fee.

Stage 2 Le Cordon Bleu Malaysia will email to the applicant or education agent an Offer package includes:

- Letter of Offer
- Programme Invoice

Stage 3 Student pass processing shall take place. International applicant to make sure that student visa processing fee is being paid.

Stage 4 Applicant is required to pay the fees as stated in the Programme Invoice by the stipulated date before the term commence. Proof of payment is required for verification, please email a copy to malaysia@cordobleu.edu for international students; payment is required when your student visa is approved.

Stage 5 Le Cordon Bleu Malaysia will issue a Confirmation of Enrolment letter upon receipt of the required payment.

Stage 6 Collection of uniform and tool kits will be made available at least one week before the term commence.

Section 13**Fees, Refunds And Conditions Policy****Fees**

1. A non-refundable application fee is payable upon application for enrolment or re-enrolment.
2. Invoiced fees must be paid to Sunway Le Cordon Blue 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 Sdn Bhd is entitled to accept up to 50% of the total tuition fees for programmes longer than 20 weeks and 100% of the total tuition fees for programme of 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 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 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 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 per Academic Transcript or Statement of Attainment, and RM200 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 30 days prior to the commencement of the programme.
12. Cuisine, Pâtisserie and / or Boulangerie tuition fees do not include uniforms, kitchen safety shoes, Le Cordon Bleu T-shirt 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 42 days before the commencement of the programme, 100% of any tuition fees paid for programmes not yet commenced, will be refunded. If an applicant gives less than 42 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 42 days' notice he or she will not be entitled to any refund or transfer of fees.

* Mandatory

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. Where an applicant elects to defer commencement of a Sunway Le Cordon Bleu Sdn Bhd programme for which a Letter Of Offer 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 42 days prior to the original commencement date. Only one such deferment will be permitted.
19. Applicant electing to defer to later intakes must do so in writing no less than 42 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 42 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.

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, 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 organisation 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: _____) 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: _____ DAY _____ MONTH _____ YEAR

* Mandatory

