

UNITED VISION ACADEMY



UNITED VISION ACADEMY SDN BHD (201701015545)
UVA HOLISTICS SDN BHD (202101015537)

Head Quarters
No: 22-01, 20-01 & 20-02, Jalan Pertama 1,
Pusat Perdagangan Danga Utama,
81300 Skudai, Johor Bahru, Johor, Malaysia
Tel: +607-5578816 / +607-5576066
Email: info@uvacademy.edu.my

KL Campus
6-L2-01, Level 2, Tower 2, Menara PGRM,
No 6, Jalan Pudu Ulu Cheras, 56100,
Kuala Lumpur Malaysia.
Tel: +603-9202 8686 / +6012-772 5077
Email: uvakl@uvacademy.edu.my

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: _____

Workshop Registered: _____

Workshop date scheduled: _____

Session: Morning () Afternoon () Evening ()

*Method: Online: () Physical : ()

**Management have right to change the method from time to time*

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: _____

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FOR OFFICIAL USE ONLY

Workshop Fee: _____	Payment: Cash/ Credit Card / Cheque Bank/ No: _____
Application Fee*: _____	Amount Paid: _____
Textbook/ Material Fee: _____	Receipt/ Invoice No: _____
Others: Full Payment: () Installment: ()	Balance Payment: _____
Date of Full payment: _____	Consultant Name: _____
Account's Records	Management Approval
Trainer's Name: _____	Signature: _____
Referrer's Name: _____	Name: _____
Course Venue: _____	Record Updated Date : _____

* 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, workshop fee unless otherwise stated.
- 1.2. UVA shall not be responsible for any unsuccessful claims such as HRDF or income tax deduction, submitted by the participants or its agents over the programs attended
- 1.3. All participants are to strictly adhere to the schedule of workshop schedules. Late comers will not be given time extension.
- 1.4. It is the participants 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 workshop commencement.
- 1.5. Eating and drinking in the classrooms and library are strictly prohibited. Smoking is strictly prohibited in the UVA premises at all times.

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2. PAYMENT OF FEES

- 2.1. Workshop fee shall be paid in full 2 weeks before the programme commencement.
- 2.2. Notwithstanding any absence or failure by the participant(s) to attend any workshop activities or lessons for any reason whatsoever, the participant remains liable to make payment for any fees due if any.
- 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 participants, please insist and ensure that he/she is to obtain copy of UVA's official receipts for record. It is the participant's responsibility to keep the official receipts for future references if any.
- 2.5. For Bank Transfer, please made payment direct to UVA account: Account Name: United Vision Academy Sdn Bhd bank account: **Hong Leong Bank Berhad: 37900014979 or Affin Bank Berhad : 100800209817.**
Please ensure that the recipient name appeared correctly before transfer. UVA will not be responsible for wrong account transfer. Please WhatsApp transfers slip to our admin at +6011-59659055, or +6011-59658683 for record.

3. WORKSHOP PROGRAMS WITHDRAWAL/ REFUND

- 3.1 All withdrawal should be made in writing to United Vision Academy Sdn Bhd.

% of the aggregate amount of total course fees	If student's written notice of withdrawal is received
50%	More than 60 days before the Commencement Date
20%	More than 30 days, but less than or 60 days prior to workshop commencement date
0%	Less than 30 days prior to the workshop / program 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 institutions is unable to commence the class after 3 months, a full refund will be made to the participant. However, in this circumstance, if participant withdraws within 3 months, normal refund policy applies.

4. DECLARATION BY PARTICIPANTS

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 and agreed that my name, photos and results of achievement will be utilized by the UVA for publicity and marketing purposes without fees and terms..

Signature of Participants

Date

Name of Participants