



LE CORDON BLEU MALAYSIA - SUNWAY APPLICATION FORM 2013

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NEW APPLICATION

PROGRESSION STUDENT

SECTION I : PERSONAL PARTICULARS

Name (as in NRIC/Passport) : _____
 NRIC No / Passport No : _____
 Date of Birth : day _____ month _____ year _____ Place of Birth : _____
 Nationality : _____ Marital Status : Single Married
 Race : _____ Gender : Male Female
 Religion : Buddhist Muslim Hindu Christian Others:

SECTION II : CORRESPONDENCE DETAILS

Correspondence Address : _____ City _____
 Postcode _____ State _____ Country _____
 Contacts Tel : _____ Mobile phone : _____
 Email / Fax : _____

SECTION III : PROGRAMMEME PARTICULARS

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

[Please tick selected programme(s) and appropriate intake and include year of study]

- | | | | | | |
|---|--------------------------------|--------------------------------|---------------------------------|--------------------------------|-------------|
| <input type="checkbox"/> Certificat d'Assistant de Cuisine | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM19,000.00 |
| <input type="checkbox"/> Certificat de Cadet de Cuisine | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM20,000.00 |
| <input type="checkbox"/> Certificat de Commis de Cuisine | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM22,000.00 |
| <input type="checkbox"/> Diplôme de Commis Cuisinier | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM61,000.00 |
| <input type="checkbox"/> Certificat d'Assistant de Pâtisserie | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM19,000.00 |
| <input type="checkbox"/> Certificat de Cadet de Pâtisserie | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM20,000.00 |
| <input type="checkbox"/> Certificat de Commis de Pâtisserie | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM22,000.00 |
| <input type="checkbox"/> Diplôme de Commis Pâtissier | <input type="checkbox"/> Jan__ | <input type="checkbox"/> Apr__ | <input type="checkbox"/> July__ | <input type="checkbox"/> Oct__ | RM61,000.00 |
| <input type="checkbox"/> Le Cordon Bleu Tool Kits (Cuisine or Pâtisserie) | | | | | RM5,800.00* |
| <input type="checkbox"/> Le Cordon Bleu Tool Kits (Cuisine and Pâtisserie) | | | | | RM7,100.00* |
| <input type="checkbox"/> Le Cordon Bleu set of uniforms & textbook (Cuisine or Pâtisserie) | | | | | RM1,000.00* |
| <input type="checkbox"/> Le Cordon Bleu set of uniforms & textbook (Cuisine and Pâtisserie) | | | | | RM1,200.00* |

* Required to all applicant applied for Certificat d'Assistant and/or Diplôme de Commis Programme.

SECTION IV : EMERGENCY CONTACT (Person to be contacted in an emergency)

Contact Person : _____ Relationship : _____
Contacts Tel : _____ Mobile phone : _____
Email / Fax : _____

SECTION V : 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 of concern (e.g., Allergies, Asthma, Colour Blindness, Heart/Kidney Condition, etc.):

SECTION VI : ACADEMIC RECORD

Are you a former student of Sunway University?

Yes Programme : _____ Year of Study : _____
Student ID : _____ Intake : Month _____ Year _____

No Please provide the following details:

Results : Actual Forecast
Latest Qualification : _____
School / Institution : _____ Year Completed : _____

SECTION VII : ENGLISH LANGUAGE PROFICIENCY

Is English your first language? 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 enroll, 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 VIII : 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
- Employed – 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 VIV : IMPORTANT NOTES (Please read carefully)

1. Please make sure applicant **meet the entry requirements** for the selected Programme before submitting this application form.
2. Malaysian application : Requires at least **Two (2) weeks** before the commencement of intake.
International application : Requires at least **Eight (8) weeks** before the commencement of intake.
International applicant passport must be valid for a minimum period of **Twelve (12) months** from the commencement date of the intake.
3. Non-refundable Application Fee of RM1,500.00 must accompany with the Application Form.
International applicant is required to pay the non-refundable International Admin Fees of RM3,300.00 upon submitting all required documents. All charges incurred to process documents such as medical report, service fee for certifying true copy of the documents, and postage is fully born by the applicant.
4. Application CANNOT be processed without the required items (as indicated with * in section XI).
5. Applicant applied for Certificat d'Assistant and Diplôme de Commis Programme is required paying the fees for Tool Kits, Uniform and Textbook.
6. Progression applicant must provide proof of Certificat/s obtained from Le Cordon Bleu for validation.
7. Balance package fees MUST be paid in full to the institute within the stipulated date in order to secure a seat of the Programme applied.
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 : Ground Floor, Wisma UEP, Jalan USJ 10/1A, 47620 Subang Jaya, Selangor Darul Ehsan, Malaysia
Bank Swift Code : HBMBMYKL
 - b. Cheque and Bankdraft to be made payable to **Sunway Le Cordon Bleu Sdn. Bhd** and posted to the **Admission Units** (detail as below).
 - c. Cash and Credit Card payment has to be made over the finance counter.
Please **DO NOT** sends cash through the post. Sunway Le Cordon Bleu Sdn Bhd will not be held responsible for the loss of cash or any other eventualities arising from the mailing of cash.
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 fees, refunds and condition policy.

SECTION X : 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 into English. Please tick the applicable boxes.

Malaysian Applicant

- Complete and signed application form *
- Application fee of RM1,500.00 (non-refundable)*
- Two (2) passport-size photographs *
- Certified true copy of NRIC (both front and back)*
- Certified true copies of all relevant examination results *
- School leaving / completion certificate *
- Evidence of work experience (if applicable)
- Supporting documents for exemptions (if applicable)
- Letter from Sponsor (for sponsored student 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 RM1,500.00 (non-refundable)*
- International student admin fee of RM3,300 (non-refundable)*
- Seven (7) passport-size photographs *
- Certified true copy of passport (complete passport including blank pages)*
- Certified true copies of all relevant examination results *
- School leaving / completion certificate *
- CV / Resume / Character reference letter (if you are above 23 years old)
- Evidence of work experience (if applicable)
- Supporting documents for exemptions (if applicable)
- Letter from Sponsor (for sponsored student 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

Sunway Le Cordon Bleu Institute of Culinary Arts

No. 5, Jalan Universiti, Bandar Sunway, 46150 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Tel: +603 5632 1188

Fax: +603 5631 1133

Email: Malaysia@cordobleu.edu

SECTION XI : EDUCATION REPRESENTATIVE (If any)

Company Name : _____
 Contact Person : _____ City _____
 Postcode _____ State _____ Country _____
 Contacts Tel : _____ Mobile phone : _____
 Email / Fax : _____

SECTION XII : DECLARATIONS

I acknowledge that all the information provided is correct and declare that I will abide by the term and conditions in the Fee, Conditions & Refund policy. I agree to be bound by Le Cordon Bleu's rule and regulations, and acknowledge that all disputes arising from the details and conditions contained in this application form shall be governed by and constructed in accordance with the laws of Malaysia and be submitted to the jurisdiction of the courts of Malaysia. I acknowledge 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 world wide Database for Alumni purposes. I declare that I have read and understand each of the Codes of Practice, Le Cordon Bleu's Policies and procedure and accreditation status outlined. I understand that information contained within this document/application form will be made available to partnering institutions e.g. Sunway University, Sunway College, Monash University if relevant.

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

Signature of Applicant _____ Date: (dd/mm/yy) _____

Applicant below age 18

Signature of Parent / Guardian : _____ Date: (dd/mm/yy) _____
 Name Parent / Guardian : _____
 Address : _____ City _____
 Postcode _____ State _____ Country _____
 Contacts Tel : _____ Mobile phone : _____
 Email / Fax : _____

Applicant with sponsorship

Signature of Financial Sponsor : _____ Date: (dd/mm/yy) _____
 Name of Sponsor : _____
 Contact Person : _____
 Address : _____ City _____
 Postcode _____ State _____ Country _____
 Contacts Tel : _____ Mobile phone : _____

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 +603 563 2 1188

Stage 1 Applicant to submit a complete signed application form with a non-refundable application fee of RM1,500.00.

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

- Letter of Offer
- Programme Invoice
- Student rules and regulation

Stage 3 Applicant is required to undertake and revert by sending the signed letter of Acceptance and all the applicable documents stated in **Section XI**. International applicant is required to send in a non-refundable international admin fee of RM3,300.00 together with the required documents.

Stage 4 Applicant is required to pay the fees stated in the Programme Invoice by the stipulated date before the term commences and proof of payment is required to send (via email) to Le Cordon Bleu Malaysia for verification.

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

Stage 6 Applicant may obtain set of tool kits, uniforms and books one week before the term commence during office operating hour from 8.30am – 5.30pm (every Monday to Friday, except Saturday, Sunday and Public Holidays)

PROGRAMMEME FEES STRUCTURE

Certificat d'Assistant de Cuisine OR Certificat d'Assistant de Pâtisserie

• Application Fee	RM1,500.00
• Tuition Fee	RM19,000.00
• Cuisine / Pâtisserie Tool Kits	RM5,800.00
• Uniforms and Textbook Fee	RM1,000.00
<u>TOTAL PACKAGE</u>	<u>RM27,300.00</u>

Certificat d'Assistant de Cuisine AND Certificat d'Assistant de Pâtisserie

• Application Fee	RM1,500.00
• Tuition Fee	RM38,000.00
• Cuisine & Pâtisserie Tool Kits	RM7,100.00
• Uniforms and Textbook Fee	RM1,200.00
<u>TOTAL PACKAGE</u>	<u>RM47,800.00</u>

Certificat de Cadet de Cuisine OR Certificat de Cadet de Pâtisserie

• Application Fee	RM1,500.00
• Tuition Fee	RM20,000.00
<u>TOTAL PACKAGE</u>	<u>RM21,500.00</u>

Certificat de Cadet de Cuisine AND Certificat de Cadet de Pâtisserie

• Application Fee	RM1,500.00
• Tuition Fee	RM40,000.00
<u>TOTAL PACKAGE</u>	<u>RM41,500.00</u>

Certificat de Commis de Cuisine OR Certificat de Commis de Pâtisserie

• Application Fee	RM1,500.00
• Tuition Fee	RM22,000.00
<u>TOTAL PACKAGE</u>	<u>RM23,500.00</u>

Certificat de Commis de Cuisine AND Certificat de Commis de Pâtisserie

• Application Fee	RM1,500.00
• Tuition Fee	RM44,000.00
<u>Total Package</u>	<u>RM45,500.00</u>

Diplôme de Commis Cuisinier OR Diplôme de Commis Pâtissier

• Application Fee	RM1,500.00
• Tuition Fee	RM61,000.00
• Cuisine / Pâtisserie Tool Kits	RM5,800.00
• Uniforms and Textbook Fee	RM1,000.00
<u>TOTAL PACKAGE</u>	<u>RM69,300.00</u>
○ Initial Payment	RM31,500.00
○ Second payment	RM18,000.00
○ Third payment	RM19,800.00

Diplôme de Commis Cuisinier AND Diplôme de Commis Pâtissier

• Application Fee	RM1,500.00
• Tuition Fee	RM122,000.00
• Cuisine & Pâtisserie Tool Kits	RM7,100.00
• Uniforms and Textbook Fee	RM1,200.00
<u>TOTAL PACKAGE</u>	<u>RM131,800.00</u>
○ Initial Payment	RM56,200.00
○ Second payment	RM36,000.00
○ Third payment	RM39,600.00

Notes: *Diplôme Programme applicant is required to pay 10% tuition fees (non-refundable) of the subsequent level(s) in order to confirm seat for all level(s) of subsequent terms. Application fees of RM1,500.00 and 100% tuition fees applies for student who wish to continue the subsequent level without paying the 10% of the tuition fee upfront. Full invoice may be settled immediately upon your enrolment at Level 1 of your Diplôme Programme. All revised fees structure is applicable to outstanding payment.*

FEES

1. A non-refundable RM1,500 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 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 to current students and applicants, and will appear in all public, promotional and marketing materials, at least 3 months prior to the commencement of the study period which they apply.
7. The new fees will apply 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 due to receiving a fail grade on the first or second attempt, the student will be required to re-enrol and pay the current 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 RM50 per Academic Transcript or Statement of Attainment, and RM150 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 and/or Pâtisserie 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 28 days before the commencement of the programme, 85% of any tuition fees paid for programmes not yet commenced, will be refunded.
16. The applicant may elect to have any paid tuition fees transferred to an alternative Le Cordon Bleu Malaysia programme if he or she has an approved application for the alternative programme. If an applicant gives less than 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 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 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 7 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 5 days prior to programme commencement date will incur a RM1500 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 12-month 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 requests have been made in writing shall not receive any form of award or recognition of programmes undertaken and 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" or "Le Cordon Bleu de Paris" 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)