



花艺专业人才培养学院

# LEE FLOWER DESIGN ACADEMY

No. 70 A, Jalan SS 15 / 4, Subang Jaya, 47500 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Tel : +603 - 5637 0668 | Fax : +603 - 5637 6118 | URL : LFDA.MY | E-mail : info@lfda.my

Company Reg # : 798753-V | GST Reg # : 0009 3966 3360 | Industry Code : 741 09

## REGISTRATION FORM

*\* Please use all capital letters*

Name ( as in Passport / NRIC ) : \_\_\_\_\_  
 NRIC No. OR Passport No. : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Nationality : \_\_\_\_\_  
 Occupation : \_\_\_\_\_  
 Any experience in floral design ? : \_\_\_\_\_  
 Home Address : \_\_\_\_\_

Please submit two non returnable passport Photo.

Included one attach here.

Home || Office Telephone : \_\_\_\_\_ Do you want to stay informed about up-coming  
 Hand Phone : \_\_\_\_\_ floral events via E-mail & SMS?  Yes  No  
 E-mail : \_\_\_\_\_

Floral Courses Category : \_\_\_\_\_ Amount : RM

How did you find us? ( optional ) : \* Yellow Pages || \* Internet || \* News Paper || \* Magazine || \* Others

Cash || Cheque No. : \_\_\_\_\_ Bank's Name : \_\_\_\_\_  
 Name On Card / Cheque : \_\_\_\_\_ Local Bank / Branch : \_\_\_\_\_

Credit Card ( Require 3% Charges ) : \_\_\_\_\_ ( We prefer payment by Cheque, Cash or Wire Transfer )  
 Card Exp : \_\_\_\_\_ Lee Flower Design Academy Sdn. Bhd.  
 Card ID : \_\_\_\_\_ Maybank Account Number : 5122 2232 3796

### \* For Office Use Only

Credit Card Approval Code : \_\_\_\_\_ Approval Code Dated / Time : \_\_\_\_\_  
 Registration Fee : RM 150.00  
 Floral Course Fee : \_\_\_\_\_  
 Other Charges ( if any ) : \_\_\_\_\_  
 GST ( Zer0% ) : \_\_\_\_\_  
 Total Amount : \_\_\_\_\_  
 Student's ID No. : \_\_\_\_\_ Student's Signature : \_\_\_\_\_  
 Registration Date ( dd/mm/yy ) : \_\_\_\_\_ 2018 ( )

**By submitting this registration form, means you have read and agreed with our terms and conditions.**

*Note \* : No Refund will be entertained if the courses is not completed, due to no fault of the school, within the stipulated time frame . All courses and makeup classes must be completed within **ONE Year** of the registration date.*

### \* For Office Use Only

Total Amount Received : RM \_\_\_\_\_ Dated on : \_\_\_\_\_ 2018 ( )  
 Payment Received by : \_\_\_\_\_

### \* For Office Use Only

Instructor : \_\_\_\_\_  
 Commencing Date : \_\_\_\_\_  
 Lesson Completed On Date : \_\_\_\_\_  
 Examination Date : \_\_\_\_\_  
 Remarks : \_\_\_\_\_

## Terms and Conditions

### Goods and Services Tax

All floral courses fees stated at LFDA website are not inclusive of the Goods & Services Tax ( the GST rate is fixed at 6% ) effective from 01 April 2015. **Lee Flower Design Academy Sdn. Bhd.** is a GST registered company and our GST registration number is 0009 3966 3360. ( Industry Code : 741 09 )

### Registration

Registrations for any floral design courses are always for the whole course, never for just a part of it. Registration payments are subjected to a validity period of sixty ( 60 ) days. In the event that no floral design course payments are made within this validity period, the registration fees will be considered forfeited by the payee.

All floral design courses are personal and therefore not transferable. All payments made are non-refundable, non-transferable, and deductible. All floral courses and makeup classes **must be completed within one ( 1 ) year** from the date of registration. No refunds will be entertained if courses are not completed due to no fault of the school within the stipulated time frame of one ( 1 ) year.

Non paying relations of students are not allowed in the classrooms during lesson hours.

### Recording

For legal reasons, and to respect other participants, the use of audio and / or visual recording is not permitted during any floral courses.

### Student conduct

Students are expected to conduct themselves in a professional manner and to recognize that other students also require support and assistance. Should a student be persistently disruptive, LFDA reserves the right to issue oral or written warnings. Should the situation not be resolved, LFDA personnel may, at their discretion, dismiss such students from the course / academy.

Lessons that were not taken will not be compensated and / or settled via refund.

Full payment of the course fees must be made and acknowledged by LFDA before the commencement of the first class.

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**Follow us on Facebook** : <https://www.facebook.com/LeeFlowerDesignAcademy> | **Join us on Google +** : <https://plus.google.com/+LeeFlowerDesignAcademy>

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### Mode of Payment

Floral course fee payments can be made in Cash, by Cheque, Online Wire Transfer, Credit Card OR Debit Card ( please note that an additional 3% will be charged per card transaction and for Debit Card is 2% ) Payment in Cash or by Cheque is preferred.

If payment is made by cheque, please issue cheque payable to **Lee Flower Design Academy Sdn. Bhd.** Payment by cash can be made in person at ( LFDA ) OR Cash deposit OR Wire Transfer to **Lee Flower Design Academy Maybank account number : 5122 2232 3796** ( Note\* : if Online 3<sup>rd</sup> Party Wire Transfer, please include our email info@lfda.my )

( please retain the receipt as proof of payment. Alternatively, you scan a copy of the receipt OR save a PDF file and send it to e-mail info@lfda.my )

### Classes Day and Time

Class day on every Tuesday, Thursday and Saturday.

Time : from 10.30am to 6.00pm ( Closed on Sunday and Public Holiday )

Lunch Time : 1.00pm to 2.00pm

Students may choose to come one, two or three times in a week.

Students have the option choose to learn one, two, three or four lessons per class day, we do not recommend students to learn more than four lessons per class day, but will continue to teach should students choose to do so.

If students not able to make it on any of the classes day they do not have to inform us, but if LFDA closed for any event or project on any of the classes day we will inform students 3 to 4 days in advance by phone, SMS or e-mail.

Student have the option to join us and learn how we handle the event or project at their own transportation and other cost.

Floral course fee includes the cost of basic materials and fresh flowers ( Dried & Silk flowers courses not Included basic materials, flowers and tools )

Students must sign for every lesson learned with the instructor on the floral courses list.

Students must clean up their own table after each lesson before proceeding to second lesson or before leaving the class.

Students are advise to take photo of their own arrangement after completed each lesson.

Students will have to write down notes or copy from white board before each practical lesson begin.

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### Non-attendance

Non-attendance of classes due to illness or for personal or professional reasons does not create any right to a refund, extra tuition, transfer or extend our one year terms for all floral courses. However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable. Please take note that if alternative options are offered, there may be an additional charge.

### Certificate

Student must complete the course in order to receive certificate from LFDA. LFDA will not reissue a certificate due to lost, stolen, damaged or misplaced after one year. If LFDA choose to reissue the certificates, additional charges may incur. Not including mail charges for outstation students and overseas students. We will refer back to student's registration form address. For local students in Klang valley, certificate must be collected by student personally.

### Overseas applications

For Overseas applicants, please ensure that your LFDA course registration and course availability has been confirmed before committing to any travel arrangements. Students are responsible for their own travel arrangements and requirements ( i.e. visa applications ). No refunds will be given should oversea students not obtain a visa or were denied entry to Malaysia. However, the registered floral course will still be valid for one ( 1 ) year from the date of registration. Oversea students must ensure that their passports are **valid for at least 6 months** prior to course end-date, and ensure that there are sufficient blank pages for immigration purposes.

### Personal Belongings

LFDA will not be held responsible for the loss / theft or misplacement of any personal belongings at LFDA premises. Please consider to leave your expensive and / or valuable personal belongings at home.

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