



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

Tel : +603 - 5637 0668 | +603 - 5637 0778 | Fax : +603 - 5637 6118

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 : _____

 Home / Office Telephone : _____
 Hand Phone : _____
 E-mail : _____
Registration Fee : **RM \$ 35.00**
Floral Courses Category : _____

*Please include
two non returnable
Passport Size
Photo included one
attached here.*

Amount (RM) : _____

Cash || Cheque No. : _____ Bank's Name : _____
 Credit Card No. : _____ Name On Card : _____
 Card Exp : _____ Card ID : _____ Approval Code : _____
 Student's Signature : _____ Student's ID No. : _____
 Registration Date (dd/mm/yy) : _____

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 : _____
 Payment Received by : _____ Dated on : _____

*** For Office Use Only**

Instructor : _____
 Commencing Date : _____
 Examination Date : _____
 Examination Fee / Course Fee : _____
 Date paid (1st Payment) : _____
 Date paid (2nd Payment) : _____
 Lesson Completed : _____
 Remarks : _____



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Terms and Condition

1.) Full payment required before class commence.
2.) All floral design courses are personal and therefore not transferable.
3.) All payment made are not refundable, not transferable and deductible.
4.) Non paying relations of students cannot be allowed in the classrooms during lesson hours.
5.) Registrations for any floral courses are always for the whole course, never for just a part of it.
6.) All floral courses and makeup classes must be completed within ONE year from the date of registration. No refund will be entertained if the courses are not completed due to no fault of the school within the stipulated time frame.
7.) Student must complete their floral courses within the stipulated duration unless time extension has been agreed by the floral instructor. If due to unforeseen circumstances, student are unable to attend the classes as scheduled, they are advised to call to inform and make necessary arrangement for the replacement class. Likewise, if our floral instructor are not able to conduct the classes as scheduled, we will keep the student informed and replacement class will be arranged.
8.) Student are advised to bring along their own camera for each lesson. Upon completion of each arrangement, they are advised to take picture for their future reference.
9.) Mode of teaching : Individual
Courses conducting hour as follows : Tuesday & Thursday 10.30 a.m ~ 7.00 p.m.
Saturday 10.30 a.m. ~ 6.30 p.m
10.) Registration & Payment must be made personally at the address as below
No. 70, Jalan SS 15 / 4, Subang Jaya, Petaling Jaya, 47500 Selangor Darul Ehsan, Malaysia.
Registration must be complete with 2 copies of non returnable passport size photo.
11.) Languages available : Floral courses will be conducted in English, Mandarin, Cantonese, Hokkien and B. Malaysia.

Please take notes :

1.) For floral design registered online, the provided credit card information is required only to secure your floral courses reservation. **It is Not a Payment.** The full payment (*included the Registration Fee of RM 35.00*) will have to be done by cash, cheque or credit card directly at Lee Flower Design School before attending the classes. Payment made by Credit Card must present at our shop to sign on the transaction slip. Payment made by Credit Card for floral courses fee will have to pay **additional charges of 3%** of the total amount.
2.) If you have change your mind and wish to cancel this floral design courses reservation please email us at enquiry@leeflower.com or contact us at Tel : +603 - 5637 0668 within 48 hours.
- 3) You will be informed the status of your application for floral design courses reservation within 24 hours AFTER you have submitted this form via FAX : +603 - 5637 6118 or Email attachment to enquiry@leeflower.com

Thank you for your interest and we are looking forward to see you soon at **Lee Flower Design School.**