**PROGRAM PREFERENCE**

ADMISSION FORM **(FULL TIME PROGRAM)**

Please fill out this form clearly using **BLOCK LETTERS**. Sign the application form and have the admission form signed by your parent/guardian/sponsor.

Insert Passport Size Photo here

Intake Date:

|  |
| --- |
| 9 MONTHS ADVANCED DIPLOMA PASTRY |[ ]
| 9 MONTHS ADVANCED DIPLOMA CULINARY |[ ]

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| FULL NAME |  |
| PASSPORT NUMBER |  | **DATE OF BIRTH** |
| NATIONALITY |  | **GENDER** |
| MARITAL STATUS |  | **RACE** |
| RELIGION |  |
| ADDRESS |  |
|  |  |
|  | **POSTCODE** | **STATE** | **COUNTRY** |
| TELEPHONE NO | **HOME** | **MOBILE** |
| EMAIL ADDRESS |  |
| MEDICAL HISTORY |  |
| FATHER CONTACT | **NAME** | **TEL NO.** |
|  | **MOBILE** | **EMAIL** |
| MOTHER CONTACT | **NAME** | **TEL NO.** |
|  | **MOBILE** | **EMAIL** |
| GUARDIAN CONTACT | **NAME** | **RELATIONSHIP** |
|  | **MOBILE** | **EMAIL** |

In case of emergency, please contact:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| EDUCATION HISTORY | SCHOOL | COUNTRY |
|  | **QUALIFICATION** | **YEAR** |
| EDUCATION HISTORY | **SCHOOL** | **COUNTRY** |
|  | **QUALIFICATION** | **YEAR** |
| EMPLOYMENT HISTORY | **POSITION** | **COUNTRY** |
|  | **COMPANY** | **YEAR** |
| EMPLOYMENT HISTORY | **POSITION** | **COUNTRY** |
|  | **COMPANY** | **YEAR** |

**LANGUAGE PROFICIENCY (RATE 1 = NIL; 2 = GOOD; 3 = FAIR, 4 = BASIC; 5 = EXCELLENT)**

|  |  |  |
| --- | --- | --- |
| ENGLISH | WRITTEN | SPOKEN |
| OTHERS: | **WRITTEN** | **SPOKEN** |

**HOW DID YOU HEAR ABOUT THE ACADEMY?**

|  |  |
| --- | --- |
| NEWSPAPER:  |[ ]  RADIO:  |[ ]
| TELEVISION:  |[ ]  **FAIR EXHIBITION:**  |[ ]
| MAGAZINE:  |[ ]  **FACEBOOK:**  |[ ]
| INTERNET SEARCH:  |[ ]  **INSTAGRAM:**  |[ ]
| REFFERED BY:  |[ ]  **OTHERS:**  |[ ]

**DECLARATION BY APPLICANT**

I have read, and I fully understood all instructions regarding my application for admission to APCA Philippines and the information supplied in the application together with the supporting documents are correct and complete. I understand that falsification and withholding of information on this form will automatically nullify my application and/or subject me to dismissal.

If accepted as a student of APCA Philippines, I agree to abide by all its policies and regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant Signature Parent/Guardian Signature Date

**TERMS & CONDITIONS APPLY**

1. Admission fees are **NOT** refundable and **NOT** transferable.
2. Fees paid are **NOT** refundable and **NOT** transferable.
3. Late payment of tuition fee for 1 week will result to stop the class and no replacement of missed topics.
4. Quarterly payment and monthly requires submission of Post Dated Cheque (PDC)
5. APABP shall be under no liability whatsoever to any student for any loss or damage or death and personal injuries. Each student should have their **OWN PERSONAL INSURANCE** before joining the program as APABP will not bear the cost of liability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Applicant Signature Parent/Guardian Signature Date

**CHECKLIST: FOR OFFICE USE ONLY**

* Payment of Admission fee of Php 50,000 (Non-Refundable) Yes/No
* 7 Passport size photo Yes/No
* Copy of any Government ID Yes/No
* Highest credential (Diploma & Transcript) Yes/No
* NSO Birth certificate Yes/No
* Uniform

1 Trouser Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes/No

1 Jacket Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes/No

1 Apron Size\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes/No

1 Hand towel Yes/No

1 Chef hat Yes/No

Recipe book Yes/No

Payment details:

Cash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheque: \_\_\_\_\_\_\_\_\_\_\_\_

 Bank transfer: \_\_\_\_\_\_\_\_\_\_\_\_

Course fee;

Full Payment or Quarterly Payment

One time: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Quarterly

1st Quarter: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

2nd Quarter: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

3rd Quarter: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Condition for Refund Policy**

1.Withdrawal from classes – An administrative charge of Php 1,000 will be imposed on all withdrawals. An official request has to be handed to the Student Affairs in writing.

**The proportion of Course Fees Refund is shown as follows:**

* a) Admission fees are NOT refundable
* b) If an applicant gives MORE THAN 7 working days notice BEFORE the commencement of the class, he/she will be entitled to a 100% refund
* c) If an applicant gives WITHIN 7 working days notice BEFORE the commencement of the class, he/she will be entitled to a 90% refund
* d) If an applicant withdraws WITHIN 7 working days FROM the commencement of the class, he/she will be entitled to a 75% refund
* e) If an applicant withdraws AFTER 7 working days FROM the commencement of the class, he/she will be NOT be entitled to a refund

2. Any refund will be made in the name of the parent/guardian/student where applicable as declared in this admission form.

3. All refunds shall be free of interest and shall be subject to the right to be offset against any payments owing to Academy of Pastry & Bakery Arts Philippines, Inc.

4. All money refundable under the conditions hereof must be claimed within one year from the date the student ceases to be a student of Academy of Pastry & Culinary Arts Philippines, Inc., failing which the said monies shall be transferred to the Academy’s Improvement Fund.

5. An applicant whose application has been accepted may defer his/her commencement of the course to a later term within a 12-month period. All applications must be received no later than 1 month before the commencement of the course.

6. Refund during Emergencies/Epidemic/Natural disaster – There is no refund if the classes are cancelled during Epidemic or any kind of Government Declared Emergencies or Natural disaster, but students’ classes will be rescheduled and start again and students will be informed. They can start and complete their program once school open. Students will be given Maximum 2 years’ time, to complete their program. Any students who wish to avail this or need more time due to any valid reasons, have to write us in mail and we will definitely try to assist you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Applicant Signature Date