**ADMISSION FORM (PART-TIME/SHORT CLASS PROGRAM)**

Please fill out this form clearly using **BLOCK LETTERS**.

**PROGRAM PREFERENCE**

|  |
| --- |
| 12 WEEKENDS PART-TIME PASTRY |[ ]
| 8 WEEKENDS INTENSIVE |[ ]
| SHORT CLASS:  |[ ]

Intake date:

**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** | **RELATIONSHIP** |
|  | **MOBILE** | **EMAIL** |
| MOTHER CONTACT | **NAME** | **RELATIONSHIP** |
|  | **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** |

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

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

**TERMS & CONDITIONS APPLY**

1. Admission fees are **NOT** refundable and **NOT** transferable.
2. Fees paid are **NOT** refundable and **NOT** transferable.
3. Students are only allowed to finish the program within 9 months.
4. Instalment requires submission of Post Dated Cheques (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.

**DECLARATION BY APPLICANT**

I have read, and I fully understood all instructions regarding my application for admission to APABP 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 APABP, I agree to abide by all its policies and regulations.

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

 Applicant Signature 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 & Culinary 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 & Bakery 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