

TERM **CASH** OR CHEQUE
IN FAVOUR OF
"LCE SCHOOL OF ARTS AND DESIGN"

APPLICATION FORM

Full Name: _____.

Address: _____

_____ Postal Code _____

NRIC: _____ Date of Birth: _____ Nationality: _____

Home Tel: _____ HP: _____ HP2: _____

Race / Dialect: _____ Age: _____ Sex: Male / Female

Highest Qualifications: Pri / Sec / N' / O' / ITE / A' / Diploma / Degree / Master / None

Field of Study: _____ Last School Attended: _____

Occupation _____ Tel: _____

Company's Name: _____

Email: _____

I knew LCE through: friends newspaper internet others, pls specify _____

Terms and Conditions

- 1 Students are advised to attend classes regularly and punctually.
- 2 All fees paid are not refundable or transferable under any circumstances. All receipts have to be kept for verification.
- 3 Absence from class does not automatically exempt the students from not paying fees.
- 4 Course fee must be paid fully prior to commencement of lesson.
- 5 The School reserves the rights to make changes or revision in its school fees, course outline, lecturing staff and schedule if it deems necessary and without prior notice.
- 6 The School reserves the rights to reject any application even if after registration or expel any students if and when necessary. Fees paid will not be refunded in latter case.
- 7 The staff and management of L.C.E. School of Arts and Design shall not be liable for any, expenses, loss and damages to life and property whatsoever incurred or suffered during lessons and in school premises.
- 8 The student is to abide to the safety and proper use and handling of facilities. Any wilful damage will be paid by the student responsible for it.
- 9 All students are required to take attendance at the counter. Food and drinks are allowed in the School premises with permission.
- 10 No classes will be conducted on public holidays, Christmas eve, New Year eve and Chinese New Year eve and School scheduled Holidays.

*Above terms and conditions subject to change without prior notice.

NOTE:

I hereby enroll myself as a student and agree to abide by the Terms & Conditions and accepted the liabilities stipulated by the School.

Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Subject: _____

Comm Date: _____

Day: _____

Time: _____

O/R: _____ Bal: _____