



# REGISTRATION AGREEMENT

## 1. Definitions

The following terms are used in this agreement:

- 1.1 "Administration charge" – means the cost incurred by the school in processing the student's enrollment.
- 1.2 "Date of Commencement" – means the first day of which the program commences.
- 1.3 "Program" – means the series of classes in which the student is enrolled
- 1.4 "Registration Fee" – means the sum of money paid by the student to reserve a place on one of the school's advertised programs.
- 1.5 "ETC" – means Edutech Training Centre
- 1.6 "Student" – means the signatory of these terms and conditions.

## 2. Rules of Agreement

- 2.1 I fully understand that there will be no smoking inside the building.
- 2.2 I fully understand that the consumption, carrying, and possession of alcohol and banned substances (i.e psychotherapeutic drugs, narcotics, etc.) are not allowed in / around the premises.
- 2.3 I am aware that the management of ETC will conduct random checks during sessions to ascertain if the rules are being followed.
- 2.4 I will comply with the general rules and regulation of the training centre as outlined in class.
- 2.5 I have stated the detailed particulars of the people who will be in the premises during the course of my session contract.
- 2.6 I understand that unruly and disorderly conduct or behavior inside and around the premises will not be tolerated.
- 2.7 I will comply with the general rules and regulations of the ETC as outlined in class as well as in the Student Handbook of the respective facilities and all the new training centre rules and regulation introduce and enforced during my course of study in ETC.

## 3. Registration and Program Fees

- 3.1 The student agrees to pay the full registration fee (non-refundable) prior to the date of commencement.
- 3.2 In the event that the student does not pay the full registration fee prior to the commencement date, the school can cancel his or her program, and the place will be offered to other applicants.
- 3.3 Students must pay the first level fees at least 1 week prior to the program commencement. Failure to do so can result in the student forfeiting his or her position on the program.
- 3.4 The registration fee can be transferred to the next available ETC Program upon written notice being received. However, the current program fees must be paid.
- 3.5 The student accepts that ETC has the right to refuse any enrollment decisions of this nature are at the discretion of the Chief Executive Officer.

## 4. Program Content and Program Fees

- 4.1 The student acknowledges that ETC is entitled to change the content, the duration and the increase of fees in the program, in which the student is enrolled, at any given time, allowing for new topics to be introduced and inappropriate topics to be deleted. All such measures shall be in accordance with the need for content to be parallel to changes within the respective industries, ministerial orders, or other academically relevant and justifiable reasons.
- 4.2 The student accepts that ETC reserves the right to revise the program fees if there is a reasonable cause to do so. The student accepts that he or she will keep ETC exempt from all actions, suits, proceedings, claims, demands, liabilities, costs and expenses whatsoever shall be taken or made against ETC, or which may be incurred or become payable by ETC in respect of, or arising out of an action to increase program fees. However, the students reassured that a fee increase will be only done if all avenues to remain unchanged have been exhausted and the fee rise would be nominal in respect to the entire program fee.

## 5. Termination by the training centre

- 5.1 If a student's conduct is deemed to be unsuitable to attend School, the Chief Executive Officer of the school reserves the right to expel the student. All tuition fees are due at the time of expulsion.

## 6. Program Cancellation

- 6.1 Student cancellation/deferments are to be submitted only in writing to the training centre's Chief Executive Officer. Absences from classes do not constitute a program cancellation.

## 7. School Brochure, Admission / Registration and General Information Brochure

- 7.1 The student also agrees to have read and clearly understood all the policies described in the ETC Brochures, admission/registration in the section of the brochure.

### I have read this contract, understood its contents and agreed to it.

1. This agreement exists between me (hereafter known as "The Student" performing or studying or assisting fellow colleague during my study in the training centre situated in Edutech Training Centre Sdn Bhd. (hereafter known as "Edutech Training Centre").
2. I will take full responsibility for the entire facility and premises during the period of my training session. I hereby agree to observe and comply with the following instruction. This contract is enforced throughout my enrolled period of education program in ETC (Edutech Training Centre Sdn. Bhd. as stated in my enrollment letter or otherwise extended by the training centre) (Edutech Training Centre)
3. This agreement is solely for the person named in the front of this document and is NON-TRANSFERABLE.

I, ..... have read, understood and agree to all the term and conditions of this Agreement as stated in the document and herewith place my signature to take full responsibility towards the safety and well-being of the entire premises during the period of my session as stated in terms and conditions above.

Name of Applicant : .....

I/C No. : .....

Date : .....

Signature : .....

