



# YEKODS CULINARY & CATERING SCHOOL

## REGISTRATION FORM

STUDENT-CHEF NAME: PLEASE FILL HERE

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### YEKODS CULINARY & CATERING SCHOOL STUDENTS' ENROLLMENT FORM

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#### CLASS SCHEDULE AND BASIC INFORMATION

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**Schedule and information of the enrolled student:**

Time of day:

Days of the week:

Program name in which the student is enrolling:

Student-Chef's start date:

First name:

Last name:

Email:

Gender:

Phone number:

Address:

Date of birth:

Education Profile:

Sponsor Name:

Sponsor phone number:

Sponsor Email Address:

Sponsor Contact Address:

Next of Kin:

Next of Kin Address:

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## CANCELLATION AND REFUND POLICY

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**REJECTION OF APPLICANT:** If an applicant is rejected for enrollment by the school, a full refund of all monies paid will be made to the applicant after 10 working days.

**PROGRAM CANCELLATION:** If YEKODS CULINARY & CATERING SCHOOL cancels a program subsequent to a student-chef's enrollment, the school will refund all monies paid by the student after 5 working days.

**CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:**

- If a student cancels his/her admission after 5 days of making payment, the school will refund 50% of payment after 5 working days of payment being made.
- If a student cancels his/her admission 3 days before classes commence, the student will receive NO refunds. Instead, the student will be offered the opportunity to join the next batch of classes.

- Payment must be made directly into the company account . ( Yekods Culinary & Catering School)

- YEKODS CULINARY & SCHOOL will accept cancellation requests by email, phone or in writing. A refund will be issued in accordance with the Refund Policy explained.If a student fails to attend classes (no-show), we offer no refunds!

- **THIRD PARTY PAYER:** In the event a third party paid a student's tuition, any refund due will be issued to that third party.

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## REFUND PROCESSING

All refunds due will be made within ten (10) working days of the date of cancellation, or the date of determination, whichever occurs earlier.

**NON-REFUNDABLE ITEMS:** The following non-refundable items are included in the aforementioned administrative fees to the tune of ₦20,000. They are ordered approximately two weeks prior to the program and provided to all enrollees one day before commencement of the program:

- Stationery/Supplies
- Uniforms
- Aprons
- Hair nets
- Aprons.

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## SCHEDULE OF PAYMENT

The tuition fee must be paid in full upon acceptance into the program, to ensure proper planning and execution of the program objectives.

Only the Combination course Program offers payments in installments 60% prior to commencement of the program and balance 4 weeks into the programme. No interest or service fees will be assessed for students that remit payment over the designated payment period.

Books, Media, Class Supplies, Skullcaps and Aprons are billed to the student upon purchase.

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## STUDENT GROOMING STANDARDS

- Hair must be neatly groomed.
- Complete uniform (trousers, jacket, black socks, and chef shoes) must be worn at all times in the school premises.
- Complete uniform must be worn during practical classes.
- Uniforms must be cleaned and ironed all day.
- Shoes must be clean.
- Fragrance should be used lightly.
- Fingernails should be clean and no nail polish.

- No watches, finger rings, or bracelets are to be worn during practical classes.
- Shoulder length or longer hair must be tied away from the face and should be properly covered with a hair net during practical classes.

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## ALTERATION OF HOURS AND STARTING DATE

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YEKODS CULINARY SCHOOL reserves the right to alter hours of attendance and/or starting dates when deemed necessary. Such changes will not alter the cost of the program/course or refund policy stated in this Agreement.

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## ATTESTATION AND STATEMENTS OF UNDERSTANDING

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- I hereby apply for admission to YEKODS CULINARY SCHOOL reserves for the program shown above, for the length and hours stipulated for which I agree to pay to the order of the school of the tuition charges on the due date listed above.
- I understand that Yekods culinary school does not guarantee job placement to graduates upon program completion or upon graduation.
- I understand that tuition payment liability rests with me, the student, regardless of source of funds, and that the school has the right to terminate my enrollment if I fail to meet my financial obligations as stated above.
- I have received, read and fully understand the program syllabus.
- I agree to abide by the school rules, published policies and understand that any willful irregularity, violation, or infringement of said policies will result in termination at the discretion of the management of the school
- I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by the established code of conduct.
- I have read this Enrollment Agreement in full and completely understand and agree to comply with the terms and conditions thereof.
- I understand any alterations, cancellations, or revocations of this Agreement, not otherwise provided herein, must be in writing and signed by both parties.
- I agree that this Enrollment Agreement and the School Handbook constitute the entire agreement between I, the student and YEKODS CULINARY & CATERING SCHOOL

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## ADDITIONAL CONDITIONS OF ENROLLMENT

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I, \_\_\_\_\_ hereby give my permission to use my picture or video, name, and address for promotional activities for no fee.

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## CONDITIONS OF CERTIFICATION

Program Completion: A certificate is awarded to a student who successfully completes the program, completed his/her academic requirements, has attended at least 90% of classes held, and has met all financial obligations to Yekods Culinary & Catering school

I \_\_\_\_\_ understand that the grade on my certificate is based on my academic and work ethics performance during the course of my program in Yekods Culinary & Catering School.

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Do not sign this agreement before you have read it or if it contains any blank spaces.

SIGNATURE OF STUDENT-Chef / DATE

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By signing this agreement, the student represents that he or she is at least 18 years of age.

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## YEKODS CULINARY & CATERING SCHOOL (YCCS) REPRESENTATIVE

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This is to certify that the above-named applicant has been accepted as a Student at the school for the program stated above. The school will provide training in accordance with the program/course syllabus.

Yekods Representative Name:

Title:

SIGNATURE OF THE REP / DATE

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