

**Registration Form**

Participant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
 I.C. No/Passport No: \_\_\_\_\_ Nationality: \_\_\_\_\_  
**Contact Details:** (For child participant) registered by : \_\_\_\_\_  Mother  Father  Other \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Off Tel: \_\_\_\_\_

**Emergency Contact No:**

Name: \_\_\_\_\_ Relationship to participant: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**Terms & Conditions:**

1. One time registration fee is RM50 (one program)/RM80 (unlimited programs). If stopped for more than 2 months, then re-registration is required. This registration fee may not be applicable to certain workshops/courses.
2. Material fee may be applicable.
3. Ongoing Program Fees are to be paid based on the total no. of classes within the \*quarter or month. One month deposit is required for the monthly paid programs.
4. First payment is due at the time of registration and prorated accordingly. Subsequent payment is due on the first week of the next quarter/month or level or preset class dates. Late payment charges apply.
5. One month notice is required to change or leave an activity program.
6. Terms for workshops/courses:
  - a) Registration is subject to receipt of payment in full before date of event, for full confirmation\*.
  - b) Cancellation of confirmation\* shall be in writing, faxed or emailed and a 75% refund is allowed if cancellation is at least seven (7) working days before the event.
7. The participants and guests shall indemnify Lara's Place/Rix Management Services Sdn Bhd from any claims whatsoever arising from the event.
8. Lara's Place reserves the right to make changes to the programme schedule or venue if warranted by circumstances.
9. All fees and payment are non-transferable and non-refundable.
10. Replacement classes are only applicable to Jelic: a) replacement time & duration must be pre-booked in advanced; b) replacements may be held on same class day (i.e. extended time or twice in a day) or on another day (weekday or Saturday) or during school holidays – that have scheduled Jelic classes which are not full; c) Replacement classes must be scheduled within the same quarter term, and whatever time not replaced by the end of quarter would be forfeited.
11. There will be no sessions/classes during public holidays and Lara's place or program's own holidays.
12. Terms may be changed or added onto if necessary.
13. Lara's Place/Rix Management Services Sdn Bhd respects and is committed to the protection of your personal information and your privacy. Your contact information is only for our communication with you, program updates and newsletters. If you do not wish to receive the newsletters, you may unsubscribe.

I hereby have read, understood and agree to abide by the Terms & Conditions above.

I also agree to hereby release all its staff and employees of any liability for damages arising from any personal property loss or any injury sustained while participating in any activities at/by Lara's Place (Rix Management Services Sdn Bhd).

I hereby declare the abovementioned information completed by me as true and correct in all respects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_

**Official Use**

Trial Date: \_\_\_\_\_ Commencement Date: \_\_\_\_\_

Activity	Facilitator	Level	Day	Time	Fee
Others: _____					