

# PRIVATE COLORS

Beauty & Makeup Academy

PRIVATE COLORS BEAUTY & MAKEUP ACADEMY SDN.BHD. (1187234 M)

3D, Nadayu Dagang 28, Jln PJS 11/7, Subang Jaya 47620, Selangor.

## APPLICATION FORM FOR COURSE EXTENSION

Date : \_\_\_\_ (dd)/ \_\_\_\_ (mm)/ \_\_\_\_ (yy)

### Section 1: PERSONAL DETAILS *(please fill in all details and tick '✓' at related field)*

1. Name (as in I/C)			
2. Matric No.		3. I/C Number	
4. Gender	Male ( )    Female ( )	5. Contact No.	
6. Email Address			
7. Course Enrolled			
8. Study Mode	Full-Time ( )    Part-Time ( )		

### Section 2: APPLICATION FOR COURSE EXTENSION *(please fill in all details)*

Extension Period	Extension period: <b>1 month</b> ( ) <b>2 months</b> ( ) <b>3 months</b> ( ) <b>other:</b> _____ ( )
	From: ____ (dd)/ ____ (mm)/ ____ (yy), _____ (day)
	To : ____ (dd)/ ____ (mm)/ ____ (yy), _____ (day)
	Expected date to return to class: ____ (dd)/ ____ (mm)/ ____ (yy), _____ (day)
Reason	*Please indicate the reason and attach the supporting documents with this form.

### Section 3: STUDENT CONSENT

I have read and understand the terms and conditions on page (2) of this application form and agree to all the conditions. I also understand that the approval of this application of course extension is up to the Academy's discretion and class replacement is subject to availability.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(date)

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## ADMINISTRATION USE *(this section is filled by administrator only)*

This application for course extension is:

APPROVED (        )

NOT APPROVED (        )

If **not approved**, please indicate the reason: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(Company Stamp)*

Name:

Date :

## TERMS AND CONDITIONS

1. In any case that student has expect to be absent from classes for a duration equal to or longer than ONE (1) month, student may apply for course extension with valid reason provided. The form is expected to be submitted to the administrator at least TWO (2) weeks before the applied first day of absence, with attachment of proof or supporting documents (if required). Late submission of form might result in unavailability of arrangement on indicated course extension.
2. The academy reserves the right to not approve application for leave, class replacement, and course extension if the given reason is not reasonable or not valid, or without any proof or supporting documents.