



**APPLICATION FORM A1**

Please TYPE or PRINT up the information as stated in the ID or Passport submitted.

**SURNAME:**

**FIRST NAME:**

**MIDDLE NAME:**

**Student ID Number:** (given upon enrollment)

**S**     –

Submit the completed form together with a photocopy of any government issued ID, School ID, or Passport at  
1010 Lower Ground Level, East Wing, Shangri-La Plaza Mall, Mandaluyong City, Philippines

Office Hours: Monday to Sunday 10AM – 8PM

**ONLY COMPLETE APPLICATION FORM WILL BE ACCEPTED & PROCESSED.**

**PERSONAL INFORMATION**

Cellphone No/s.			
Landline No/s.			
Email Address			
Date of Birth		Age	
Citizenship		Civil Status	
If Married, name of spouse			

**2" X 2" VISA TYPE COLORED ID PICTURE**  
(Submit one (1), with printed name and signature at the back. Should be taken within the last 6 months reflecting your current appearance)

**PHILIPPINE ADDRESS:**

Address			
City		Country	ZIP Code

**INTERNATIONAL ADDRESS:** (for Foreign Students)

Address			
City		Country	ZIP Code
Passport Number		Date of Issue	Place of Issue

**EDUCATION / PROFESSIONAL BACKGROUND**

School / University Attended			
Highest Educational Attainment		Year	
Profession		Position / Title	
Employer's Name			
Employer's Business Address			
Employer's Contact Number/s			

**EMERGENCY CONTACT DETAILS:** (Must be completely filled up)

Name:		Relationship	
Cellphone No/s.		Landline No/s.	
Address			
City		Country	ZIP Code

We would like to provide educational opportunities to students who are diversely gifted or have special education needs. Acceptance to the course will depend on the schools ability to provide services for the student's condition. Do you have any medical condition or physical disability (e.g. heart condition, visual/hearing impairment, etc.), Special Learning Needs (e.g. ADHD, dyslexia, etc.) or psychological/emotional condition?  YES  NO

If YES, please specify:

**PAYMENT AND REFUND CONDITIONS**

1. Enrollment and full payment should be made one (1) week before the commencement of the course to be able to get the first day requirements. Payment can be made via cash, check, and bank transfers.  
**Note:** Any transfer costs/commissions are to be paid by the student.
2. A surcharge of 10% of total fees will be applied to unpaid enrollment fees and dues after the 1<sup>st</sup> session of the course. Students with unpaid fees and dues after the 2<sup>nd</sup> session of the course will automatically be dropped from the course unless the written request and a promissory letter are submitted and approved by the CEO / COO. Certificates will not be released unless full payment is made.
3. Courses are non-transferable. Cancellation of enrollment on a specific course prior to the 1<sup>st</sup> session of the course will be refunded with a cancellation fee of 12% applied. Any cancellation after the 1<sup>st</sup> session, is non refundable.
4. The School reserves the right to cancel courses for which there is insufficient enrollment. In such cases, The School will offer substitute courses of at least equal applicability.

I have carefully read and understood the contents of this application form. I understand that I risk being dropped from my classes if I fail to pay tuition in full or fail to make payment arrangements by the due date. I certify that the information given herein is correct and complete. Any falsification, misrepresentation, or withholding of information employed by me or on my behalf will automatically nullify my application and enrollment fees, and will be liable for exclusion from the Institute for Creative Entrepreneurship (ICE).

Printed Name and Signature of Applicant	Printed Name & Signature of Parent / Guardian (For students below 18 years old)	Date
---	--	------