

Terms and Conditions

Goods and Services Tax

- Lee Flower Design Academy Sdn. Bhd. is a GST registered company and our GST registration number is 0009 3966 3360 (Industry Code : 741 09)
- All published LFDA course fees stated in RM (Ringgit Malaysia) exclude the Goods and Services Tax (the GST rate is currently fixed at 0% effective from 01 June 2018.)

Registration & Courses Fees

- Registration fees for all published courses are always for the whole course, never for just a part of it.
- Registration payments are subjected to a validity period of sixty (60) days. In the event that floral design course payments are NOT made within this period, the registration fees will be considered forfeited by the payee.
- All registrations for floral design courses are specific to the registered applicant respectively and therefore not transferable. All payments made are non-refundable, non-transferable, and non-deductible.
- Full payment for registration fees and course fees must be made and acknowledged by LFDA before the commencement of the first class.
- For Dried & Silk flower design courses, all materials will be charged separately.

Floral courses

- Fees for all fresh flower courses include the cost of basic materials and fresh flowers, which will be provided for in-class use. Students are not allowed to bring back the end-product or remaining materials. A special rate will be offered if students wish to do so.
- All courses must be completed within one (1) year from the date of registration. No refunds will be entertained if courses are not completed due to no fault of the school within the stipulated time frame of one (1) year.
- We reserve the right to amend and/or update our course fees and syllabus, including all course related materials and requirements without prior notice. This will apply to all new student registrations and new course enrollments with effect from the specified date(s) indicated.

Class Schedules

- Classes are held every Tuesday, Thursday and Saturday. (Closed on Sundays and Public Holidays)
- Time : From 10.30am to 6.00pm
- Lunch Time : Closed for lunch from 1.00pm to 2.00pm
- Students may choose to come one, two or three times in a week.
- Students have the option to learn one, two, three or four lessons per class day. We do not recommend more than four lessons per class day, but will agree to teach should students decide to do so, in consideration of availability of our floral instructors/number of students attending for the day.
- Our Floral Instructor must acknowledge and sign on the floral courses list for all lessons taught for the day
- Students must clean up their work table after each lesson before proceeding to the next lesson, and before leaving the class.
- Students will have to write down notes or copy from the white board before each practical lesson begins.
- If students are not able to make it for their lessons, they do not have to inform us.
- Announcements will be made 3-4 days in advance by WhatsApp, or SMS to inform if we are closed for classes in view of any events or projects. On occasion, students will be given the opportunity to join us and learn how we handle the event or project, at their own transportation and other costs.
- Non-paying relations, guardians or friends of students, are not allowed in the classroom during lesson hours.

Mode of Payment.

- Floral Course fee payments can be made in Cash, Online Wire Transfer, by Cheque, Credit Card OR Debit Card (please note that additional charges of 3% for Credit and 2% for Debit card transactions will apply respectively).
- Payment in Cash, Online Wire Transfer or Cheques is preferred
- Payment in cash can be made in person at LFDA OR Cash deposit OR Online Wire Transfer to Lee Flower Design Academy Maybank account number : 5122 2232 3796. (Note* : if paying by Online 3rd Party Wire Transfer, please indicate our e-mail info@lfda.my as reference)
- Cheque payments can be made payable to Lee Flower Design Academy Sdn. Bhd. (Please retain the receipt as proof of payment. Alternatively, scan/screenshot a copy of the receipt OR save a PDF file and e-mail us : info@lfda.my)

Photography & Recording

- Students are advised to take photos of their completed floral arrangement after each lesson.
- For legal reasons, and to respect other participants, the use of audio and / or visual recording is not permitted during any floral courses.

Student conduct

- Students are expected to conduct themselves in a professional manner and to recognise that other students also require support and assistance.
- Should a student be persistently disruptive, LFDA reserves the right to issue oral or written warnings accordingly.
- If the situation persists, LFDA personnel may, at their discretion, dismiss such students from the course / academy without any form of compensation or refunds for the uncompleted portion of the course

Lapsed attendance

- A long period of non-attendance of classes due to illness or for personal or professional reasons does not create any right to a refund, extra tuition, transfer, or extend our one-year course validity terms for all floral courses. However, in such an event, we will consider all the circumstances and take such action that we consider to be fair and reasonable. Please take note that if alternative options are offered, additional charges may apply

Course Certificate

- Students must complete the course in order to receive their certificate from LFDA.
- Stolen, lost, damaged or misplaced certificates will not be re-issued after one year, from the original date of issue.
- If LFDA decides to reissue the certificates, additional charges may apply.
- For overseas addresses and those outside of Klang Valley, additional mailing charges must be borne by the students. For students in Klang Valley, certificates must be collected personally from our office.

Overseas applications

- For Overseas applicants, please ensure that your LFDA course registration and course availability has been confirmed before committing to any travel arrangements.
- Students are responsible for their own travel arrangements and all other mandatory/relevant requirements before entering Malaysia (such as, visa applications, accommodation, valid passport, Covid 19 Vaccinations etc). No refunds will be given for failure to obtain a visa or for being denied entry into Malaysia.
- However, the confirmed course registration will still be valid for one (1) year from the date of registration.
- Overseas applicants must also ensure that their passports have at least six (6) months validity prior to the end-date of the course, in addition to having sufficient blank pages for immigration purposes.

Indemnity

While all care is taken, you are responsible for your own safety and property, when travelling to, and attending a course at LFDA or for any authorized offsite LFDA volunteer project work.

To ensure your safety, students are advised to wear appropriate clothing and footwear at all times, to all classes or for volunteer project work.

LFDA will not be held responsible for the loss / theft or misplacement of any personal belongings while attending classes at LFDA.

The acronym LFDA stands for Lee Flower Design Academy