JWC ACADEMY

Most Champion Award
Coffee and Mixology Academy in Malaysia

Course Registration Terms & Conditions

Version: November 2026

1. Registration & Payment

1.1 Full payment or the required registration fee must be made to confirm the participant's seat in the course.

1.2 Registration is strictly non-transferable unless otherwise approved in writing by the organiser.

1.3 The organiser reserves the right to postpone, reschedule, change the course date, time, venue, trainer, programme structure, or course arrangements where reasonably necessary due to minimum enrolment requirements, trainer availability, venue availability, operational requirements, safety considerations, or unforeseen circumstances. Participants will be informed accordingly.

1.4 An RM350 administrative fee is included in the course fee, at no extra charge, and is not refundable. If a participant cancels before the course starts, the amount paid less this administrative fee will be refunded. For courses below RM350, the administrative fee is the amount paid. No refund is available after the course has started, except where otherwise required by applicable law or expressly stated in writing by the organiser. Refund requests are handled by the organiser's manager.

2. Cancellation & Rescheduling

2.1 Requests to reschedule or transfer to another available course date must be made at least **10 days prior to the scheduled class date** and are subject to the organiser's approval and availability.

2.2 Requests made less than **10 days before the scheduled class date will not be accepted**. Any refund is subject to Clause 1.4.

2.3 Absence from class without prior notice will be considered a no-show. No refund, replacement class, or alternative arrangement will be provided.

2.4 If a participant is unable to attend after the course has started for any reason, including but not limited to personal commitments, illness, work commitments, travel arrangements, or other unforeseen circumstances, no refund will be provided. Cancellations before the course starts are subject to Clause 1.4.

2.5 The organiser reserves the right to approve or decline any request to reschedule or

transfer to another course date. Any approved request will be subject to course availability.

2.6 The organiser reserves the right to limit the number of rescheduling or transfer requests. If no suitable alternative course date is available, Clause 1.4 applies.

3. Attendance & Conduct

3.1 Participants are expected to attend classes punctually and behave respectfully towards trainers, staff, and fellow participants.

3.2 Participants who arrive late may not be entitled to additional class time, individual catch-up sessions, or repetition of missed course content.

3.3 Participants are required to follow all safety instructions, procedures, and directions provided by trainers or staff during the course.

3.4 The organiser reserves the right to remove any participant whose behaviour is disruptive, unsafe, inappropriate, or who fails to comply with safety requirements, without refund.

4. Certification

4.1 Certificates will only be issued upon successful completion of course requirements, attendance, assessments, and/or practical evaluations where applicable.

4.2 The organiser reserves the right to withhold certification if course requirements are not fulfilled.

4.3 Any certificate issued will reflect the participant information provided during registration. Participants are responsible for ensuring that their personal details are accurate before certificate issuance.

4.4 The organiser shall not be responsible for errors, delays, or additional costs arising from incorrect or incomplete information provided by the participant.

5. Personal Data Protection Notice

5.1 By registering for the course, participants consent to the collection, processing, storage, and use of their personal data in accordance with the Malaysian Personal Data Protection Act 2010 (PDPA).

5.2 Personal data may include, but is not limited to:

- Full name
- Identification card (IC) or passport details
- Contact information
- Date of birth
- Educational or employment information
- Supporting documents required for certification, licensing, or administrative purposes

5.3 By submitting a copy of their identification card (IC), passport, or other identification documents, the participant expressly consents to the collection, verification, processing, storage, and retention of such documents by the organiser for legitimate administrative, certification, accreditation, audit, regulatory, verification, and record-keeping purposes.

5.4 The organiser may retain copies of identification documents, passports, certificates, and related records for administrative, verification, certification, audit, regulatory, training, accreditation, and record-keeping purposes.

5.5 Participant information will be kept confidential and will not be disclosed to third parties except:

- Where required by law or regulatory authorities
- For certification or accreditation processing
- To training partners, examination bodies, or government agencies where necessary
- With the participant's consent

5.6 Participants may request access to or correction of their personal data by contacting the organiser in writing.

6. Photography & Media Consent

6.1 The organiser may take photographs or videos during classes, workshops, or events for training, documentation, and marketing purposes.

6.2 By participating in the course, participants consent to the use of such photographs or recordings unless written notice is provided in advance requesting otherwise.

7. Course Materials & Intellectual Property

7.1 All course materials, recipes, training notes, presentations, videos, handouts, and other content provided by the organiser remain the intellectual property of the organiser or their respective owners.

7.2 Participants may not reproduce, distribute, record, share, publish, or use any course materials or content for commercial purposes without prior written permission from the organiser.

7.3 Participants may not record, photograph, livestream, or reproduce any part of the course, training sessions, or course materials without prior written permission from the organiser.

8. Participant Information

8.1 Participants are responsible for ensuring that all information provided during registration, including their full name, identification details, contact information, and other personal information, is accurate and complete.

8.2 The organiser shall not be responsible for delays, errors, certification issues, or additional costs arising from incorrect or incomplete information provided by the participant.

9. Limitation of Liability

9.1 Participants attend and participate in the course at their own risk.

9.2 The organiser shall not be held responsible for any loss, injury, damage, or loss of personal belongings during the course unless caused by proven negligence of the organiser.

9.3 The organiser shall not be held liable for any delay, postponement, rescheduling,

cancellation, or failure to conduct the course due to circumstances beyond its reasonable control.

10. Agreement

By registering for the course, the participant acknowledges that they have read, understood, and agreed to these Terms & Conditions.