

Name of Course:

1. PERSONAL PARTICULARS

** delete accordingly*

 Name (as in NRIC): Salutation:

Participant must submit a photocopy of IC/WP/EP together with this application form. All the information will be used and reviewed by SFIC Institute and its supporting agencies for audit purposes.

 Gender: Date of Birth: (DDMMYYYY)

 Race: Other Race:(if applicable)

 Nationality*: How did you know about this course?

 NRIC: Identity Card Type: Identity No:

 Home Address:

 Postal Code:

 Home Number: Mobile(HP):

 Email: (1)

 In case of emergency, Contact Person's Name: (HP & Home no):

 Highest Education Qualification: Specify:(if applicable)

2. CURRENT EMPLOYMENT DETAILS

 Name of Company: Designation (in company):

 Company Address: Postal Code:

 Contact No: (Fax):

 Past Job Title: Company UEN:

 Staff Salary: Company Type:

 Company Annual Sales Turnover:

 Company Organisation Size (including local & foreigner):

3. FOR COMPANY-SPONSORED APPLICANT (COURSE FEE IS PAYABLE BY COMPANY)

AUTHORIZED COMPANY REPRESENTATIVE

 Name: Designation:

 Email: Office Contact No.:

 Invoicing Address: (Do not fill if is similar address) Attention to:

 Signature & Date: Company Stamp: (compulsory)

- ü Training is fully sponsored by the company which is registered or incorporated in Singapore
- ü Organisation must register for a WSG Skills Connect account at www.skillsconnect.gov.sg
- ü The company is to enclose a company cheque for the course fees. Personal cheque / cash will not be accepted
- ü Organisation must submit WSG Application for Course Fee Support/Absentee Payroll via the Skills Connect system within 30days from course commencement.
- ü Sponsored employee must be a Singaporean Citizen or Singapore Permanent Resident and attend both training and final assessment (FA) on the assigned date and achieve a 75% attendance.
- ü SFIC Institute is not liable if applicant fails to meet at least 75% attendance, does not complete the assessment, or for any reason where Course Fee Support/Absentee Payroll funding is not submitted or approved. In the scenario that the WSG Training Application is not submitted or unsuccessful, the sponsoring company is liable to pay
- ü Absentee Payroll funding is applicable to company-sponsored applications at the prevailing WSG stipulated rates.

4. APPLICANT DECLARATION

Pursuant to The Personal Data Protection Act (PDPA) 2012 Singapore (which includes data protection rules that come into effect on 2 July 2014), I agree to receiving from SFIC Institute emails, text messages, phone calls, or fax messages containing notices and courses or trainer-related satisfaction surveys. Additionally, I agree that personal information collected relates to the practice of course enrolment and related processes, which includes verification of skills & experiences, comprehensive understanding, assessment of suitability for course enrolment and reporting to Workforce Singapore (WSG), Employment and Employability Institute (E2i) and other authorised bodies/partners.

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorise any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions, rules and regulations of the program set by SFIC Institute. *To note clause on refund /re-scheduling policy.

Signature of Applicant

Date

5. Important Information to note: (Please read this before submitting the application form)

1. Ensure that you are aware and have met the pre-requisite of the WSQ course module signing up with the course administrator
2. Enrolment and Confirmation
- 2i. Confirmation of enrolment for any module will only be made upon receipt of the full payment of the course fee, original application form and complete supporting documents (subject to seat availability). Please re-submit to us your supporting documents if previous application has been made the year before.
- 2ii. In the event that the class is cancelled, a notification email will be sent to you at least 3 days before course commencement
3. Withdrawal, Re-scheduling & Refund Policy
- 3i. Participants must adhere to the course schedule selected including the final assessment as there will be no makeup session(s)
- 3ii. Refund of course fees will be based on the following conditions:

When "Written Notice of Cancellation, Withdrawal or Postponement" is received:	Refund Policy
More than 10 working days before course commencement date	Full refund of the course fees paid
4-10 working days before course commencement date	Refund of course fees paid with an admin charge of \$53.50
3 or less working days before course commencement	No refund

4. Rescheduling of FA will incur a charge of \$128.40 and subject to availability of trainer, venue and date. FA can only be re-scheduled to a date within initial schedule date. Fees will be forfeited should the participant fail to show up on a rescheduled date and he/she will be regarded as "NYC" (Not Yet Competent). ^Working days: Monday to Friday (Excluding Sat, Sun & Public Holidays).
5. Appeal and Re-assessment
- 5i. In the case of making appeal concerning FA results, the participant must submit his/her request in writing and spell out the reasons for the appeal with the relevant documents within 1 week after the last FA. A non-refundable handling fee of \$53.50 will be charged.
- 5ii. In the case of a re-assessment, a FA fee of \$128.40 is payable at the point of the request.
6. Others
- 6i. SFIC Institute reserves the rights to amend the terms and conditions without prior notice or to cancel/re-schedule the class or change the course fee/venue as and when it considers appropriate or the circumstances so require. SFIC Institute Pte Ltd.'s decision is final.

5. Registration & Payment Procedures:

1. Payment can be made either by Cheque or Cashier's Order. Cheques or cashier's orders should be crossed and made payable to "**SFIC Institute Pte Ltd**".
2. Please write the Trainee's Name(s), Course Name (& Company Name, if applicable) on the back of the cheque or Cashier's Order.
3. Please send the payment to:

SFIC Institute Pte Ltd
 9 Jurong Town Hall Road
 Trade Association Hub #03-01
 Singapore 609431
4. Full payment must be made prior to the commencement of all classes.
5. Please be informed that the class is subject to minimum class participation and will only commence when there are at least 18 participants.
6. SFIC Institute will inform all participants/course coordinator(s) of the changes in the event that the class is cancelled due to insufficient intake or any unforeseen circumstances.

For Official Use Only		
Date of Registration by Participant	Remarks	
Payment Received On:	Payment Receipt No	Processed by:

(This form is best viewed online with a screen resolution of 1024 x 768 pixels. For printing, select potrait orientation)