

Daily Chinese - HSK

Adult Chinese Learning Programme

ENROLMENT FORM

COURSE LEVEL	☐ Basic ☐ Intermediate ☐ Advanced ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 ☐ Level 6										
CUSTOMISED	☐ Customised Enrichment Class: (Level)										
COURSE DATE	TO										DAY
	(dd/mmm/yyyy)										(dd/mmm/yyyy)
											TIME

PLEASE WRITE LEGIBLY. INFORMATION WILL BE USED ON FUNDING AND CERTIFICATE.

PART 1 – PERSONAL PARTICULARS (Please complete ALL sections)

Full Name (as in NRIC/FIN/Passport No.): (Capitalise surname)		Chinese Name: (If applicable)	
Salutation: ☐ Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Mdm. ☐ Ms.	NRIC No.: FULL NRIC for SSG / NSA funded trainees Partial NRIC (XXXXX853J) for non SSG funded trainees		Date of Birth (dd/mm/yyyy):
Gender: ☐ M ☐ F			
Mobile No.:	Email:		
Nationality: ☐ Singapore Citizen ☐ Permanent Resident: _____ (Specify Country of Origin)			
☐ Foreigner: _____ Type of Singapore Pass you are currently holding: ☐ Employment Pass ☐ S Pass ☐ Work Permit ☐ Visit Pass ☐ Student Pass ☐ Dependant's Pass			
Race: ☐ Chinese ☐ Indian ☐ Malay ☐ Eurasian ☐ Others (Please specify): _____			
Mailing Address:		Postal Code:	
Occupation:		Company Name:	

PART 2 – HIGHEST EDUCATIONAL QUALIFICATION (Please tick one)

☐ Doctorate	☐ Master	☐ Bachelor's Degree	☐ Diploma	☐ Higher NITEC	☐ ITE
☐ A Level or equivalent	☐ O Level or equivalent	☐ N Level or equivalent	☐ Secondary	☐ PSLE or equivalent	
☐ Primary	☐ No Formal Education	☐ Others (Please specify): _____			

PART 3 – HIGHEST CHINESE EDUCATIONAL QUALIFICATION (Please tick one)

☐ A Level	☐ O Level	☐ N Level	☐ Secondary	☐ PSLE	☐ Primary	☐ Others (Please specify): _____
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PART 4 - COMPANY SPONSORSHIP (Applicable to company-sponsored applicant only and all fields must be completed by company.)

Company Name:		Company UEN:	
Billing Address:		Postal Code:	
Salutation: ☐ Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Mdm. ☐ Ms.		Signature & Company Stamp:	
Contact Person for Billing: (Capitalise surname)			
Designation:	Department:		
Office Tel. No.:	Email:		

Company Certification

☐ We certify that all information made on this application is true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for the rejection of the application. We authorise any investigation of the above information for the purpose of verification.

PART 5 - HOW DO YOU KNOW ABOUT THIS PROGRAMME? (Please tick)

☐ CI-NTU Website	☐ Newspaper Advertisement	☐ E-Newsletter	☐ Friends / Colleagues
☐ Brochure	☐ Online Search	☐ Social Media	☐ Others (Please specify): _____

PART 6 - WHY DO YOU WANT TO APPLY FOR THIS PROGRAMME? (Please tick)

☐ For future career development needs	☐ To fulfil current job requirement	☐ Self-improvement
☐ Have interest in this programme	☐ Others (Please specify): _____	

PART 7 – PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Name:		Salutation: ☐ Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Mdm. ☐ Ms.	
Relationship:	Home Tel. No.:	Mobile No.:	

TERMS AND CONDITIONS

A. Enrolment

- Applicants are required to read and understand the terms and conditions before signing and submitting the enrolment form. The terms and conditions are in force upon the acceptance of the enrolment.
- All courses require a minimum enrolment to start. Applicants will be informed of the course status at least 5 days before course commencement date. Applicants are to contact CI-NTU if they have not received the aforementioned update.
- Foreign applicants must possess a valid pass throughout the course duration. CI-NTU is not liable for the non-completion of the course should their pass expire or lapse within the duration of the course.
- Applicants residing overseas must check with CI-NTU that the course is confirmed before making any travel arrangements.
- CI-NTU reserves the rights to modify, cancel or reschedule courses/lessons, and is not liable for any losses incurred.

B. Attendance

- Trainees have to achieve a minimum of 70% attendance. CI-NTU will not accept any reason for absence. Official business trip and medical certificate will not be accepted as a valid reason with regards to the fulfilment of minimum attendance requirements.
- There will be no refund or make-up lesson should the trainee fail to attend any lessons.
- For late sign-ups, trainees will be considered absent for lessons missed, and there will be no pro-rated fee or make-up lesson.

C. Post-course Internal Test

- Test fee is included in the course fee.
- The post-course test will be conducted on the last lesson of the course.
- Rescheduling of post-course test is available only for trainees who will absent on the last lesson. Request must be made in writing at least 7 working days before the last lesson.
- Trainees who fail the Post-course Internal Test is allowed ONE supplementary test. A supplementary test fee of S\$11 (incl. 7% GST) is chargeable.
- Rescheduling/Supplementary test has to be completed within 2 months from the completion date of the course.
- CI-NTU trainers and staff will not have any information of the results prior to the release date.

D. Certificate

- Trainees will be awarded an E-Certificate of Attainment from CI-NTU after having met the requirements stated as follows:
i) Achieved a minimum of 70% attendance; ii) Passed post-course test by the stipulated deadline; iii) Participated in post-course surveys.
- Trainees who fail to meet any of the above criteria, but fulfil 50%-69% attendance, will only be issued a E-Certificate of Participation.
- Certificate and results will be sent via email within 2-3 months after the test.
- No hardcopy certificate will be issued, and printing service is not available.

E. SkillsFuture Credit (SFC) / Post-Secondary Education Account (PSEA) Fund

- SFC/PSEA can only be used for course fee payment (*incl. 7% GST*).
- Applicants should ensure that there are sufficient balance in their accounts before SFC/PSEA claim submission.
- Applicants should submit their SFC claims in the portal, or original PSEA forms to CI-NTU, not later than 10 working days before course commencement date. When submitting an SFC claim, uploading of SFC acknowledgement slip from CI-NTU is required.
- In the event of any cancellation or unsuccessful SFC/PSEA claims, applicants should notify CI-NTU in writing. Applicants should then make payment of the corresponding amount to CI-NTU not later than 10 working days before course commencement date.
- In the event of course withdrawals, SFC applicants may only cancel their claims after their withdrawal requests have been acknowledged by CI-NTU.
- SFC claims cannot be submitted, amended or cancelled after course commencement date.

F. Withdrawal & Refund

- Requests must be made in writing only. For company-sponsored trainees, the request must be signed off by the authorised representative of the company.
- Upon receipt of requests, CI-NTU will follow up in accordance with the below-mentioned policy:

Written request for withdrawal is received:	Guidelines of Refund/Top-up
More than 30 days before the course commences.	CI-NTU to refund 100% of paid fee.
Between 15 to 30 days before the course commences.	- CI-NTU to retain/collect 50% of full course fee. - Any discount will be voided. - SFC/PSEA cannot be used as part of top-up to CI-NTU. - Applicant and CI-NTU to co-bear 50% of the full course fee. Eg: - Non-subsidised applicant who has fully paid, CI-NTU will refund the 50% of full course fee. 50% subsidised applicant who has fully paid 50% of full course fee, shall not receive any refund. - For an applicant who uses SFC/PSEA, e.g. for a full course fee of \$400, after 10% discount is \$360. The applicant has paid \$60 cash and used \$300 credit/fund. As discount is voided, CI-NTU will have to collect 50% of the full course fee, which is \$200. Since the applicant only paid \$60 cash and has to cancel SFC/PSEA, applicant shall have to top up \$140 to CI-NTU.
Less than 15 days before the course commences.	- CI-NTU to retain/collect 100% of full course fee. - Any discount will be voided. - SFC/PSEA cannot be used as part of top-up to CI-NTU. Eg: - Non-subsidised applicant who has fully paid, shall not receive any refund. 50% subsidised applicant who has fully paid 50% of full course fee, shall top up the balance of 50% to CI-NTU. - For an applicant who uses SFC/PSEA, e.g. for a full course fee of \$400, after 10% discount is \$360. The applicant has paid \$60 cash and used \$300 credit/fund. As discount is voided, CI-NTU will have to collect 100% of the full course fee, which is \$400. Since the applicant only paid \$60 cash and has to cancel SFC/PSEA, applicant shall have to top up \$340 to CI-NTU.

3. Registration Fee is, by default, non-refundable.
4. Fees and refunds are payable in Singapore Dollars. CI-NTU is not liable for any losses incurred as a result of currency fluctuations or exchanges.

G. Deferment & Transfer

1. "Deferment" is defined as a trainee postponing a course to the next available intake.
2. "Transfer" is defined as, within the same intake, a trainee changing from one class to another (eg: weekday to weekend), or changing of course.
3. Deferment / transfer requests must be submitted before the THIRD lesson. Deferment / transfer is allowed only ONCE up to the next available course, subject to class availability, failing which the trainee will be deemed as having withdrawn from the course and paid fees shall be forfeited.
4. Requests must be made in writing with valid reason(s), no other form of request will be accepted. An administrative fee of S\$53.50 (*incl. 7% GST*) is payable and trainees must fill up and submit the relevant form within the stipulated deadline. Requests are subject to approval, trainees will be informed of the outcome within 10 working days upon receipt of said request.
5. For company-sponsored trainees, the requests must be signed off by the authorised representative of the company.
6. If CI-NTU is unable to locate or contact a trainee for a period of 7 working days prior to the commencement date of the next available course, this trainee may be deemed to have withdrawn from the course.
7. In case of having missed the notice from CI-NTU, trainees are responsible to check on the next available course with CI-NTU.

H. Change of Personal Particulars

1. The registered name of trainees (as in NRIC/FIN/Passport) will be reflected on certificates issued. A trainee must verify his/her particulars upon enrolment and rectify any errors with CI-NTU on the first day of lessons. Any changes must be made in writing. If the trainee fails to do so and results in any re-issuance of certificate, an administration fee of \$53.50 (incl. 7% GST) is chargeable.
2. Should there be any changes in the personal particulars, such as contact numbers and email addresses, trainees are required to update CI-NTU via email at acdp@ntu.edu.sg. CI-NTU will not be accountable for delayed or non-receipt of course information due to incorrect or obsolete contact details from trainees.

I. Confidentiality

All information provided by the applicant, by means of this form is treated with the strictest confidentiality and is meant for internal administration and telecommunication only.

APPLICANT'S DECLARATION

I, (Applicant's Name) _____, hereby acknowledge that all the information provided in this form is true and accurate to the best of my knowledge, and without misinterpretation or omission of any relevant fact(s).

☐ Usage of SkillsFuture Credit: S\$ _____ ☐ Usage of PSEA: S\$ _____

☐ I have read and fully understood the Terms and Conditions. I agree to be bound by all policies, terms and conditions, which may thereafter be amended from time to time at the discretion of CI-NTU.

Applicant's Signature

Date (dd/mm/yyyy)

FOR OFFICIAL USE ONLY

Total Amount: S\$ _____		☐ Original NRIC/Document Sighted	Transaction Date: _____
(Amount incl.) ☐ Course Fee: S\$ _____		☐ Non-Refundable Reg. Fee: S\$ _____	Transaction No. : _____
Grants/ Discount Scheme:	☐ 50% NSA: S\$ _____	☐ 10% Senior Discount: S\$ _____	☐ Usage of PSEA: S\$ _____
	☐ 10% NTU Discount (staff/student/alumni/club member): S\$ _____		Receipt No. : _____
	☐ Group Discount (10%/15%): S\$ _____		☐ Usage of SFC: S\$ _____
	☐ Special Event: _____		SFC Claim ID: _____