

Business Chinese

Adult Chinese Learning Programme

ENROLMENT FORM

COURSE TITLE	☐ Listening & Speaking (Conversational)			☐ Reading & Writing (incl. Listening)			☐ Comprehensive			
LEVEL	☐ B1.1	☐ B1.2	☐ B2	☐ B3	☐ B4	☐ PI1	☐ PI2	☐ I1	☐ I2	☐ ADV
BUNDLED COURSE	☐ B1.1 + B1.2		☐ B1.2 + B2		☐ B2 + B3 + B4		☐ B4 + PI1		☐ PI1 + PI2	
	☐ B1.1 + B1.2 + B2		☐ B2 + B3		☐ B3 + B4		☐ B4 + PI1 + PI2		☐ PI2 + I1	
COURSE DATE	TO					DAY				
	(dd/mm/yyyy)					(dd/mm/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: _____ (Specify Country of Origin)	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:	
Office Tel. No.:	
Department:	
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 75% 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 Assessment: Business Chinese Test (BCT)

- BCT fee is not included in the course fee, a non-refundable BCT fee is chargeable (*refer to BCT Application Form for details*).
- SSG subsidised trainees must complete the BCT within 2 months from the course completion date.
- BCT results will be released within 2-3 months after the test via email.
- CI-NTU trainers and staff will not have any information of the results prior to the release date.

D. Certificate

- Trainees will be awarded a BCT E-Certificate within 2-3 months after the BCT date.
- Trainees will be awarded an E-Certificate of Completion from CI-NTU after having achieved a minimum of 75% attendance; alternatively, an E-Certificate of Participation will be issued to those who fulfil 50%-74% attendance. Certificate will be sent via email within 2-3 months from the course completion date.

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

- SFC/PSEA can only be used for course fee payment (*incl. 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. Penalty Fee

Penalty fee is defined as the amount payable to CI-NTU in the event SSG subsidised trainees fail to qualify for the subsidies (*refer to CI-NTU Training Agreement*).

G. 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. 70% subsidised applicant who has fully paid 30% of full course fee, shall top up the balance of 20% 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. 70% subsidised applicant who has fully paid 30% of full course fee, shall top up the balance of 70% to CI-NTU.

* For SFC/PSEA applicants, CI-NTU will refund the full amount of SFC claimed; however, the applicants will have to pay for the shortfall from the full course fee incurred as a result.

- Registration Fee is, by default, non-refundable.
- The commencement date of a bundled course is taken to be that of the first course of the bundle.
- No withdrawal for any courses within bundled courses, only a deferment/transfer is available in this instance (*refer to Clause H*).
- 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.

H. Deferment & Transfer

- "Deferment" is defined as a trainee postponing a course to the next available intake.
- "Transfer" is defined as, within the same intake, a trainee changing from one class to another (eg: weekday to weekend), or changing of course.
- 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. A penalty fee will also be imposed to SSG subsidised trainees (refer to CI-NTU Training Agreement).
- Requests must be made in writing with valid reason(s), no other form of request will be accepted. An administrative fee of S\$54 (incl. 8% 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.
- For company-sponsored trainees, the requests must be signed off by the authorised representative of the company.
- 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.
- In case of having missed the notice from CI-NTU, trainees are responsible to check on the next available course with CI-NTU.

I. Change of Personal Particulars

- 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 \$54 (incl. 8% GST) is chargeable.
- 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 acip@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.

J. 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\$ _____

☐ The training is conducted during my working hours.

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)

CI-NTU TRAINING AGREEMENT (for SSG Funded Applicants)

This agreement is made between Confucius Institute, Nanyang Technological University (CI-NTU), and (Name) _____, FULL NRIC No. _____. CI-NTU shall allow the applicant to attend **Business Chinese Programme** ☐ **Listening & Speaking** / ☐ **Reading & Writing (incl. Listening)** / ☐ **Comprehensive**, (Level) _____ and the applicant shall agree on the following terms:

- I have to attempt pre-course placement test (*exempted for Beginner 1.1 course applicant*).
- I have to achieve at least 75% in-class attendance for course enrolled.
- I have to register and sit for post-course assessment: BCT(A) / BCT(B) / BCT(*Speaking*) at designated BCT test centre within 2 months from the course completion date.
- I have to participate in post-course surveys which will be conducted after my training and BCT.
- I understand that I am only eligible for one-time funding per course (w.e.f. 1 Jul 2020). I declare that this is my first attempt on the above-mentioned course and any subsequent repeat on the same course will be at my own cost.

Failure to comply with any of the terms stated above, I shall have to reimburse CI-NTU the total amount that I fail to claim under the SSG subsidy: \$255-\$357 (Beginner 1.1 / 1.2); \$270 - \$604.80 (Beginner 2 / 3 / 4); \$285 - \$638.40 (Pre-Intermediate 1 / 2); \$504 - \$1411.20 (Intermediate 1 / 2); \$396 - \$1108.80 (Advanced).



Neo Peng Fu (Ph.D.)
Director, Confucius Institute, 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: ☐ 50% SSG: S\$ _____	☐ 70% MCES: S\$ _____	Receipt No. : _____
☐ 70% SME: S\$ _____	☐ 50% NSA: S\$ _____	☐ Usage of SFC: S\$ _____
Discount Scheme: ☐ Special Event: _____	☐ Usage of PSEA: S\$ _____	SFC Claim ID: _____