

COURSE LEVEL			
CUSTOMISED			
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: (Specify Country of Origin) ☐ Employment Pass ☐ S Pass ☐ Work Permit ☐ Visit Pass ☐ Student Pass ☐ Dependant's Pass			
Race: ☐ Chinese ☐ Indian ☐ Malay ☐ Eurasian ☐ Others (Please specify): _____			
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 submitting the enrolment form. The terms and conditions are in force upon the acceptance of the enrolment.
- All courses require a minimum number of enrolments to start. Applicants will be notified 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 hold a valid pass for the duration of the course. 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 related losses.

B. Attendance

- Attendance for this course is tracked using **E-Attendance via Singpass**. Discrepancies due to the inability to use Singpass will not be accepted.
- Trainees must maintain at least 70% attendance to ensure optimal learning outcomes. CI-NTU does not accept any reason for absence, including business trips or medical certificates.
- No refund or make-up lesson will be provided for missed 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

- The post-course test will be conducted during the last lesson. Rescheduling is only available for trainees who will be absent on that day. Requests must be made in writing at least **7 working days** before the last lesson. The rescheduled/supplementary test must be completed **within 2 months** from the course completion date.
- Trainees who fail the post-course test are allowed **ONE** supplementary test. **A supplementary test fee of S\$11 (incl. 9% GST)** is chargeable.
- CI-NTU trainers and staff will not have prior access to the results.

D. E-Certificate

- Trainees will receive a **Certificate of Attainment** from CI-NTU within 2-3 months upon fulfilling the following requirements:
i) Achieved a minimum of 70% attendance; ii) Passing the post-course test by the stipulated deadline; iii) Completion of post-course surveys
- Trainees who fail the post-course test or do not complete the test, but achieve 50%-69% attendance, will receive a **Certificate of Participation**.

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

- SFC (Base Tier) and PSEA can be used to offset the course fee (*incl. GST*). SFC (Mid-Career Tier) is not eligible.
- Claims must be submitted **before the course commences** and cannot be amended or cancelled after the course commences.
- Applicants must **attend the first day of the course** to be eligible for SFC claims. Failure to attend will result in forfeiture of the claim, and full payment will be required.
- In case of cancellation, unsuccessful claims, or withdrawals, applicants should notify CI-NTU in writing and settle any outstanding fees within 10 working days before the course commences.
- Claims may only be cancelled after withdrawal requests are acknowledged by CI-NTU.

F. Withdrawal & Refund

- Requests must be made in writing only. 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.
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 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.
- Refund is to be made to the trainee/sponsoring company (name as per Receipt/Invoice) only, unless stated otherwise.
- 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

- "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.
- Requests must be made in writing with valid reason(s), no other form of request will be accepted. An administrative fee of S\$54.50 (*incl. 9% 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.

H. 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 S\$54.50 (*incl. 9% 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 acp@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) _____, confirm that all information provided in this form is true, complete, and accurate to the best of my knowledge, without misinterpretation or omission of any relevant fact(s).

☐ Usage of SkillsFuture Credit (Base Tier): S\$ _____ ☐ Usage of PSEA: S\$ _____

I have read and understood the Terms and Conditions. I agree to abide by the Terms and Conditions, which may be updated by CI-NTU at its discretion.

Applicant's Signature _____

Date (dd/mm/yyyy) _____