

Duration: 2 sessions, 7 hours
Language Medium: English

COURSE FEES				
FULL COURSE FEE \$*	9% GST \$	TOTAL PAYABLE UNDER FULL FEE \$	NETT COURSE FEE \$* <i>After 50% NSA Subsidy</i>	TOTAL PAYABLE COURSE FEE AFTER 50% NSA SUBSIDY \$
300	27	327	150	177

- * GST is applicable based on full course fee.
- GST will be revised to 9% effective 1 January 2024. All payments received / invoices issued on and after 1 January 2024 will be subjected to 9% GST.
- New Trainees: There is a non-refundable registration fee of \$65.40 (incl. 9% GST).
Returning Trainees: Registration fee waived within one year from the end date of the latest course attended. Applicants who last attended a course more than a year ago will be subject to the registration fee.
- Complimentary course materials will be provided.

Customising Programme

- This programme can be customised to individual or corporate needs.
- Not eligible for government subsidies.

Discount Schemes

- 10% off course fee for NTU staff, student, alumni and NTU Alumni Club Member.
- 10% off course fee for Seniors (SPR / Foreigners) aged ≥ 50 years.

*Note: - Proof of citizenship status or relevant documents are required for verification purposes .
- Applicants are eligible for ONE discount scheme at a time.
- Discounts may not be used in conjunction with the NSA subsidy*

Fee Support

Eligibility Criteria

50% NSA Subsidy	SC aged ≥ 50 years
SkillsFuture Credit (SFC)	SC ≥ 25 years
Union Training Assistance Programme (UTAP) 50% unfunded course fee support	NTUC members aged ≤ 39 years, up to \$250 each year; or aged ≥ 40 years, up to \$500 each year

- "Additional SFC (Mid-Career Support)" is NOT eligible for usage.

For enquiries, please email or call 6514 1062 / 6592 2539 between Mon - Fri, 9am - 5:30pm.

Course Schedule

DEC 2023 (Online)	JAN 2024 (Online)	JUN 2024 (Online)
6 & 7 Dec Wed & Thu 6:30pm-10pm	3 & 4 Jan Wed & Thu 6:30pm-10pm	4 & 5 Jun Tue & Wed 6:30pm-10pm

Enrolment Procedure

- Please read through all the terms and conditions stated in the enrolment form.
- Submit the completed enrolment form to aclp@ntu.edu.sg.
- For company-sponsored applicants, the enrolment form must be signed by the approving authority and endorsed with the company stamp.
- Payment notification will be issued after enrolment has been accepted. Payment methods: PayNow, bank transfer, cheque, over the counter via Visa / MasterCard / NETS (cash payment is not accepted).
- Applicants will be informed of the course status at least 5 days prior to the course commencement date.

COURSE DATE (dd/mm/yyyy)	TO	DAY	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: <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mdm. <input type="checkbox"/> Ms.	NRIC No.:	Date of Birth (dd/mm/yyyy):	
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	FULL NRIC for SSG / NSA funded trainees Partial NRIC (XXXXX853J) for non SSG funded trainees		
Mobile No.:	Email:		
Nationality: <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident: _____ (Specify Country of Origin)			
<input type="checkbox"/> Foreigner: _____ (Specify Country of Origin)			
Type of Singapore Pass you are currently holding:			
<input type="checkbox"/> Employment Pass <input type="checkbox"/> S Pass <input type="checkbox"/> Work Permit <input type="checkbox"/> Visit Pass <input type="checkbox"/> Student Pass <input type="checkbox"/> Dependant's Pass			
Race: <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Eurasian <input type="checkbox"/> Others (Please specify): _____			
Mailing Address:		Postal Code:	
Occupation:		Company Name:	
PART 2 – HIGHEST EDUCATIONAL QUALIFICATION (Please tick one)			
<input type="checkbox"/> Doctorate	<input type="checkbox"/> Master	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Diploma <input type="checkbox"/> Higher NITEC <input type="checkbox"/> ITE
<input type="checkbox"/> A Level or equivalent	<input type="checkbox"/> O Level or equivalent	<input type="checkbox"/> N Level or equivalent	<input type="checkbox"/> Secondary <input type="checkbox"/> PSLE or equivalent
<input type="checkbox"/> Primary	<input type="checkbox"/> No Formal Education	<input type="checkbox"/> Others (Please specify): _____	
PART 3 – HIGHEST CHINESE EDUCATIONAL QUALIFICATION (Please tick one)			
<input type="checkbox"/> A Level <input type="checkbox"/> O Level <input type="checkbox"/> N Level <input type="checkbox"/> Secondary <input type="checkbox"/> PSLE <input type="checkbox"/> Primary <input type="checkbox"/> Others (Please specify): _____			
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: <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mdm. <input type="checkbox"/> Ms.		Signature & Company Stamp:	
Contact Person for Billing: (Capitalise surname)			
Designation:	Department:		
Office Tel. No.:	Email:		
Company Certification			
<input type="checkbox"/> 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)			
<input type="checkbox"/> CI-NTU Website	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> E-Newsletter	<input type="checkbox"/> Friends / Colleagues
<input type="checkbox"/> Brochure	<input type="checkbox"/> Online Search	<input type="checkbox"/> Social Media	<input type="checkbox"/> Others (Please specify): _____
PART 6 - WHY DO YOU WANT TO APPLY FOR THIS PROGRAMME? (Please tick)			
<input type="checkbox"/> For future career development needs	<input type="checkbox"/> To fulfil current job requirement	<input type="checkbox"/> Self-improvement	
<input type="checkbox"/> Have interest in this programme	<input type="checkbox"/> Others (Please specify): _____		
PART 7 – PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			
Name:		Salutation: <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mdm. <input type="checkbox"/> Ms.	
Relationship:	Home Tel. No.:	Mobile No.:	
FOR OFFICIAL USE ONLY			
Total Amount: S\$		<input type="checkbox"/> Original NRIC/Document Sighted	Transaction Date:
(Amount incl.) <input type="checkbox"/> Course Fee: S\$		<input type="checkbox"/> Non-Refundable Reg. Fee: S\$	Transaction No. :
Grants/ Discount Scheme:	<input type="checkbox"/> 50% NSA: S\$	<input type="checkbox"/> 10% Senior Discount: S\$	Receipt No. :
	<input type="checkbox"/> 10% NTU Discount (staff/student/alumni/club member): S\$		<input type="checkbox"/> Usage of SFC: S\$
	<input type="checkbox"/> Special Event:		SFC Claim ID:

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 full 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. Certificate

- Trainees will be awarded an E-Certificate of Completion from CI-NTU.
- Certificate will be sent via email within 2-3 months after the course. No hardcopy certificate will be issued, and printing service is not available.

D. SkillsFuture Credit (SFC)

- SFC can only be used for course fee payment (*incl. GST*).
- Applicants should submit their claims in the portal before course commencement date. Claims cannot be submitted, amended or cancelled after course commencement date.
- In the event of any cancellation or unsuccessful 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, applicants may only cancel their claims after their withdrawal requests have been acknowledged by CI-NTU.

E. 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.	<ol style="list-style-type: none"> CI-NTU to retain/collect 50% of full course fee. Any discount will be voided. SFC 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: <ul style="list-style-type: none"> <i>Non-subsidised applicant who has fully paid, CI-NTU will refund the 50% of full course fee.</i> <i>50% subsidised applicant who has fully paid 50% of full course fee, shall not receive any refund.</i>
Less than 15 days before the course commences.	<ol style="list-style-type: none"> CI-NTU to retain/collect 100% of full course fee. Any discount will be voided. SFC cannot be used as part of top-up to CI-NTU. Eg: <ul style="list-style-type: none"> <i>Non-subsidised applicant who has fully paid, shall not receive any refund.</i> <i>50% subsidised applicant who has fully paid 50% of full course fee, shall top up the balance of 50% to CI-NTU.</i>

* For SFC 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.

F. 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 course commencement date. 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.

G. 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 \$54.50 (*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 aclp@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.

H. 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\$ _____

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)