

ENROLMENT FORM 报名表格

| Chinese Ink Painting Workshop 中国彩墨画班 12 lessons, 24 hours | | |
|---|--|---|
| Course Schedule 日期: 14 November 2024 – 13 February 2025 (Every Thursday 每周四) <i>*No lesson on 30 Jan & 6 Feb.</i> Time 时间: 7:30pm – 9:30pm | | |
| COURSE FEE 学费 \$ (with GST 包括消费税) | Discount 优惠 \$ (Pls tick if applicable) | MATERIAL FEE 用具费 \$ (with GST 包括消费税) |
| <input type="checkbox"/> 392.40 (12 lessons) | After NSA Subsidy: (for Singaporeans aged 50 years and above.) <input type="checkbox"/> 212.40 (12 lessons) Early bird discount (Register before 14 October 2024) <input type="checkbox"/> 15% discount (NTU staff / student and group of 3 and more) <input type="checkbox"/> 10% discount (Public) <u>Early bird discounts cannot be combined with NSA subsidy, students are eligible for only ONE of the above-mentioned discount schemes.</u> | <input type="checkbox"/> 120.00 |
| PERSONAL PARTICULARS 个人资料 | | |
| Name 英文姓名(as in NRIC): | | Chinese Name 中文姓名: |
| *NRIC 身份证号码: | | Gender 性别: |
| Date of Birth 出生日期: | | Contact No. 联络号码: |
| Address 地址: | | Email 电邮: |
| | | Postal Code 邮编: |
| Educational Qualifications 学历: <input type="checkbox"/> No Formal Education; <input type="checkbox"/> Primary; <input type="checkbox"/> Secondary; <input type="checkbox"/> Post-Secondary (Junior College/ ITE); <input type="checkbox"/> Diploma; <input type="checkbox"/> Bachelor's Degree; <input type="checkbox"/> Masters Doctorate; <input type="checkbox"/> Others: _____ | | |
| Work Status 就业情况: <input type="checkbox"/> Employed full-time <input type="checkbox"/> Employed part-time <input type="checkbox"/> Homemaker <input type="checkbox"/> Retired <input type="checkbox"/> Self-employed | | |
| MODE OF PAYMENT 付款方式 (Cheque payable to Confucius Institute, NTU Pte Ltd) | | |
| <input type="checkbox"/> Cheque <input type="checkbox"/> I-Banking <input type="checkbox"/> Credit Card <input type="checkbox"/> NETS <input type="checkbox"/> PayNow <input type="checkbox"/> SkillsFuture Credit <input type="checkbox"/> Company Sponsorship Transaction Reference no.: _____ | | |
| PERSON TO BE NOTIFIED IN CASE OF EMERGENCY 紧急情况联系人 | | |
| Name 姓名: | | Relationship 关系: |
| Home Tel No. 住家联络号: | | Mobile No. 手机号码: |
| HOW DO YOU KNOW ABOUT THIS PROGRAMME? 获知讯息管道 | | |
| <input type="checkbox"/> CI-NTU Website <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Friends / Colleagues <input type="checkbox"/> E-Newsletter <input type="checkbox"/> Brochure <input type="checkbox"/> Online Search <input type="checkbox"/> Social Media <input type="checkbox"/> Others, please specify: _____ | | |

TERMS AND CONDITIONS

A. Enrolment Policy

1. Applicant will have to submit the completed form and produce your NRIC for verification purposes (applicable for NSA applicant).
2. CI-NTU reserves the rights to cancel or re-schedule the lesson, and re-arrange the lesson location for any reason. However, CI-NTU shall endeavor to give advance notice of any changes.
3. CI-NTU reserves the right to amend any information specified herein or to the course in general as and when it considers appropriate or the circumstances so require. CI-NTU's decision is final.

B. Attendance Requirement

1. Applicant has to complete the course or achieve a minimum attendance rate of 75% per course in order to receive the E-Certificate of participation. (Applicable for certain courses only)
2. There will be no refund or make-up lesson should the applicant fail to attend any of the lessons.

C. SkillsFuture Credit (SFC)

1. SFC can be used for course fee payment (inclusive of 9% GST) only.
2. Applicant should ensure there is sufficient balance in the Account before course enrolment.
3. Applicant may proceed to apply for SkillsFuture Credit within 60 days before the course start date (date inclusive) at SkillsFuture Portal. Please only proceed to claim when you received invoice from CI-NTU for you to upload as supporting documents.
4. Applicant should log-in to their SFC Account to apply for the credits within five (5) working days after each course enrolment at CI-NTU.
5. In the case of withdrawal, applicant should notify CI-NTU in writing at least thirty (30) working days before they make any cancellation and applicant should cancel the claim submission, at the latest, one (1) day before the course start date.

D. Withdrawal / Refund Policy

1. Early withdrawal is defined as discontinuing of a course prior to the commencement of the course. Early withdrawal / refund request must be made in writing with valid reason(s); no other form of request will be accepted. Applicant will be informed of the outcome within 10 working days upon receipt of notice. For company-sponsored applicant, the early withdrawal request must be signed off by the authorized representative of the company.
2. All the early withdrawals shall be in accordance with the below-mentioned clauses on refund policy. Course fees paid to CI-NTU may be refunded accordingly as follows:

| Type | Percentage of Refund | Written request for refund is received: |
|-------------------------|-----------------------|--|
| Registration Fee | Non-refundable | - |
| Course Fee | 100% | More than 30 working days prior to the commencement of the course |
| | 50% | Between 15 to 30 working days prior to the commencement of the course |
| | 0% | Less than 15 working days prior to the commencement of the course |

3. The refund amount considered is inclusive of SkillsFuture Credit (SFC) to be used. (E.g. for a Nett Course Fee of \$385.20, the applicant paid \$100 cash and decides to use \$285.20 SFC. For a 50% refund, which is \$192.60, since the applicant only paid \$100 cash; CI-NTU will have to collect \$92.60 more.)
4. Registered applicant who does not show up for course will be considered as "Withdrawal without notice". There will be **NO REFUND** of course fee.
5. If CI-NTU is unable to locate or contact applicant for a period of more than seven (7) working days, the applicant is deemed to have withdrawn from the course.
6. CI-NTU has sole discretion in approving withdrawal on a case by case basis depending on the merit of the request.
7. Request must be made in writing only. Refund is to be made to the student (name as per Receipt/Invoice) only, unless stated otherwise.

E. Others

1. All information provided by you by means of this form is treated with strictest confidentiality and is meant for internal administration, telecommunications only.
2. Lost property found on CI-NTU premises will be kept in CI-NTU for a period of ten (10) working days, after such time CI-NTU reserves the right to dispose of the item in any way it sees fit, no claim shall valid after this period.

| APPLICANT'S DECLARATION | | |
|---|-------------------------|---------------------|
| <p>I, _____ (Name), NRIC / FIN / Passport No. _____, hereby acknowledge that all information provided in this form is true and accurate to the best of my knowledge, and without misinterpretation or omission any relevant fact (s).</p> <p><input type="checkbox"/> Usage of SFC: I would like to use \$ _____ (inclusive of GST) of my SFC for the above-mentioned course to be paid to CI-NTU. I will pay CI-NTU the full amount in cash if the SFC claim is unsuccessful.</p> <p>I have read and fully understand the above Terms and Conditions set by Confucius Institute, NTU (CI-NTU). I agree to be bound by all policies, regulations and term and conditions, which may thereafter be amended from time to time at the discretion of the CI-NTU.</p> <p style="text-align: center;">Signature: _____ Date (dd / mm / yyyy): _____</p> | | |
| FOR OFFICIAL USE ONLY | | |
| Total Amount : _____ (Amt Incl.): <input type="checkbox"/> Course Fee S\$ _____ <input type="checkbox"/> Material Fee: S\$ _____ | Transaction date: _____ | Collected by: _____ |
| Mode of payment: <input type="checkbox"/> Credit Card <input type="checkbox"/> NETS <input type="checkbox"/> I-Banking <input type="checkbox"/> Cheque <input type="checkbox"/> PayNow | Transaction No. : _____ | |
| <input type="checkbox"/> SkillsFuture Credit Used: S\$ _____ | Receipt No. : _____ | |

Declaration

1. I am applying to be a participant or student of a programme/course conducted by Confucius Institute, NTU (“**CI-NTU**”).
2. By signing and submitting this Declaration to CI-NTU, I give consent to CI-NTU to collect, use, disclose and process my Personal Data for the following purposes:
 - a) Evaluate and process my application for the course or programme;
 - b) For course or programme administration or management;
 - c) To deal with any matter related to my participation in the course or programme. This includes any one or more of the following matters if determined by CI-NTU to be applicable: arranging for accommodation, applying for a student pass, issuance of student card, arranging for internet access, insurance coverage and access to NTU facilities, issuance of letter of invitation, certificate of participation and any other required documents to participants;
 - d) For course or programme billing;
 - e) To submit to government authorities for funding verification, administration and surveys conducted by them (only available to funded courses);
 - f) To submit to the NTU Alumni Affairs Office, NTUC and other relevant organizations for course discount verification (only applicable where a course discount is sought);
 - g) To enable the faculty/trainers/speakers/facilitators to understand the background of the course or programme participants;
 - h) To submit the data to the NTU offices, schools, departments, centres, or external organizations who are hosting visits (if such visits are part of the course or programme);
 - i) To submit the data to the NTU Alumni Affairs Office (if the participants of the course or programme are accorded NTU Associate Alumni status);
 - j) To create and maintain participants’ profiles in CI-NTU’s system database for internal records and reference;
 - k) To carry out data analysis and to understand and study the profile of course and programme participants for CI-NTU’s policy making and planning;
 - l) For reporting to NTU;
 - m) For audit related purposes;
 - n) To provide me with relevant information relating to the subject matter(s) and/or area of interest(s) indicated in any query from me;
 - o) To respond to my query and to provide me with the relevant information relating to educational and/or other related or ancillary services provided by CI-NTU;
 - p) To generate marketing, advertising and promotional materials for CI-NTU’s events, courses and programmes;
 - q) To send me course or programme updates, marketing, advertising, and promotional information via e-mail; and

r) To send me course or programme updates, marketing, advertising and promotional information via the following modes (please tick) :

Text Messages

Phone Calls

Facsimile

3. I give consent for my personal data to be disclosed by CI-NTU to its third party service providers, agents or collaborators, whether located within or outside Singapore, for any one or more of the above Purposes, as such third party service providers, agents or collaborators, would be processing my Personal Data for any one or more of the above Purposes.
4. I understand that during the course or programme, photographs and videos of the participants may be taken or recorded for news, publicity, marketing, advertising or promotional purposes. I consent for such photographs or videos which have been taken of me to be used for such purposes. Should I not want a photograph or video to be taken or recorded of me, it is my responsibility to (i) inform the photographer/videographer of this as early as possible; and (ii) remove myself from group shots/recordings that the photographer/videographer intends to capture.
5. I understand that I may withdraw the consent I have given under paragraphs 2, 3 or 4 above, whether in part or in whole, and this process may be initiated by sending an e-mail to my course administrator or to infoci@ntu.edu.sg. I understand that if I withdraw my consent, it could mean that in some situations, I may not be able to participate in the course or programme.
6. I agree that CI-NTU has the right to terminate my participation in the course or programme, and to ask me to leave the course or programme venue immediately, or to stay away from the course or programme venue, if CI-NTU determines that I pose a danger to the health, safety or well being of any person.

Signature

Date

Name:

NRIC/Passport No (last 3 digits and alphabet only):

Name and date of programme applied for: Chinese Ink Painting Workshop
14 November 2024 – 13 February 2025 (Every Thursday)