

COURSE ENROLMENT FORM
(Business Management Modules)

Please complete and return this form by Email: wsq@seraphcorp.net . You may also wish to mail the form to us at SeraphCorp Institute Pte Ltd, 80 Jurong East Street 21, #06-01, Devan Nair Institute, Singapore 609607

Course Application	Course Fees (before GST)	Singaporean/ Singapore PR Learners ONLY	Course Dates (<i>mandatory</i>)
		Nett Fees before GST*	
1. Manage and Implement Business Continuity Plans BM-BCM-405E-1			
2. Participate in Negotiations BM-BN-401E-1			
* Singaporeans 40yrs & above, and all SME sponsored eligible learners enjoy 90% training grant of course fees capped at \$50/hr while non SME sponsored eligible learners enjoy 50% training grant of course fees capped at \$15/hr.			
Total	S\$	S\$	-

SkillsFuture Credit Amount to be used: _____

Balance Amount Payable: _____

Personal Particulars

Name (as in IC/Passport):				
Nationality:		NRIC/Work Permit (FIN) No:		Date of birth:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnic group: <input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> Indian <input type="checkbox"/> Eurasian <input type="checkbox"/> Others: _____		
Salary:	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Below S\$1,000	<input type="checkbox"/> S\$1,000- S\$1,499	<input type="checkbox"/> S\$1500- S\$1,999
	<input type="checkbox"/> S\$2,000- S\$2,499	<input type="checkbox"/> S\$2,500- S\$2,999	<input type="checkbox"/> S\$3,000- S\$3,499	<input type="checkbox"/> S\$3,500 & above
Address:				
Email:			Fax no:	
Mobile phone:		Tel (O):		Tel (H):
Please specify if you have any special needs:				

Current Employment Details

Employer:		UEN:
Address:		
Nature of business:	Designation:	Years employed:

Industrial Experience

Year	Company	Designation	Job description

Highest Qualifications

<input type="checkbox"/> 'O' Level or equivalent	<input type="checkbox"/> NITEC/Post Nitec	<input type="checkbox"/> Professional Qualification & Other Diploma
<input type="checkbox"/> 'A' Level or equivalent	<input type="checkbox"/> Polytechnic Diploma	<input type="checkbox"/> University Post-graduate Diploma & Degree/Master/Doctorate
<input type="checkbox"/> Others; please specify:		

COMPANY SPONSORED

(to be completed by employer)

- We agree to participate in SeraphCorp's pre and post course evaluations as a condition to enjoy the special subsidized fees.
- We certify that the given information is true and correct to the best of our knowledge.
- The company is sponsoring the applicant for the course applied and hereby encloses a cheque for the course fees.
- We undertake to reimburse SeraphCorp for the Funding portion of the course fee in the event that the employee did not achieve 75% of attendance for the course, or did not attend the final assessment, or left the course after it started.

Please make payment by cheque, payable to SERAPHCORP INSTITUTE PTE LTD. Credit term: Immediate			
Cheque details	Bank:	Cheque no:	Amount: (S\$)
AUTHORISED REPRESENTATIVE			
Name:		Designation:	
Email:	Office no:	Fax:	
Signature and Date:		Company stamp:	

IMPORTANT

Enrolment form must be duly completed. Placement to the respective programmes will only be confirmed upon receipt of payment. Please take note of the following policies and criteria:

Withdrawal Policy:

1. Withdrawal request must be made in writing and no other mode of informing will be accepted.
2. For company-sponsored participants, the withdrawal request must be written by the authorised representative of the company.
3. Withdrawals must be made **7 days** before the course start date.
4. Registered participants who do not show up for the course will be considered as “Withdrawal without notice” and SeraphCorp reserves the right to charge a penalty of 100% of the course fee.
5. SeraphCorp will invoice the penalty amount within 14 days of the written notice of withdrawal.

Written Notice of Withdrawal is received	Penalty
3 days before course date	*25%
1 day before course date	*50%
On or after the course starts	*100%

*not applicable for SkillsFuture Credit

Refund Policy:

1. Course fees paid to SeraphCorp are refundable based on the following conditions:

Written Notice of Withdrawal is received	Percentage of refund
7 days before course date	*100%
3 days before course date	*75%
1 day before course date	*50%
On or after the course starts	0%

*not applicable for SkillsFuture Credit

2. There will be no carry-forward of unused course fees for any of SeraphCorp’s course modules.
3. No refund of course fees if course materials have been collected (physical or online materials).
4. Refund will be made within 14 days from the date of approved refund letter.

Eligibility for Funding:

1. Must be Singaporean or Permanent Residents of Singapore.
2. Must maintain a minimum attendance of 75%, completed all assessment activities and participate in our Post Course Evaluations.

For SkillsFuture Credit:

1. For disbursements made to Training Providers, application of claims may be made within 30 days before course start date.
2. For disbursements made to individuals, application of claims may be made 30 days before course start date to 90 days after.
3. Individuals is responsible to ensure that they have sufficient SkillsFuture Credit balance for the course.

Postponement or Deferment of Course:

1. Postponement or deferment of course will be allowed on Medical or Compassionate grounds, operation or domestic exigencies. Rescheduled course dates subjected to availability of seats and to be done within 3 months of original course start date. Rescheduling of course dates can only be done once. Course fees will be forfeited should the participant again not show up on the rescheduled course dates.
2. SeraphCorp reserves the right to cancel or reschedule the class.

Assessments:

1. Courses are offered on a part-time basis.
2. All assessments and assignments will be completed on the same day(s) of the course duration.
3. Results will be confirmed at the end of the course.

Others:

1. Individual Statement of Attainment (SOA) for the Competency Unit will be issued by the SkillsFuture Singapore (SSG) when the participant is assessed to be 'Competent' (C).
2. No SOA or any other certificate will be issued if the participant is assessed as 'Not Yet Competent' (NYC).
3. SeraphCorp (the course developer of the above mentioned courses) reserves the right to make any changes to the information specified herein or to the courses in general as and when it considers appropriate or the circumstances so require. SeraphCorp's decisions are final.

ATTENTION

“Trainees who fail to complete a module (or modules as the case may be) after the commencement of the module (or modules), shall be liable to pay the full fees for the consumed portion of that module (or modules). A failure to complete the module (or modules) shall include trainees who leave the Programme, either through the withdrawal of their own accord or termination of candidature by the Approved Training Organisation after the commencement of the module (or modules), who fail to achieve a 75% attendance and/or failed to be assessed for the modules (or each module if there are more than 1 module), or who have been assessed but failed to meet the requirements for each module (or modules).”

APPLICANT'S DECLARATION

- I certify that all the information provided in this application is true and correct, without misrepresentation or omission.
- I authorise any investigation of the above information for the purpose of verification and will furnish the necessary documentation when necessary.
- I agree to participate in SeraphCorp's pre and post course surveys as a condition to enjoy the special subsidized fee.
- I undertake to reimburse SeraphCorp for the Funding portion of the course fee in the event that I did not achieve 75% of attendance, or did not attend the final assessment, or left the course after it commenced.
- I understand and accept the rules and regulations of the programme set by SeraphCorp.

Name and Signature

NRIC

Date