

AVANTA ACADEMY PTE LTD

CPE Reg. No.: 201229599Z Period of Registration: 21 December 2016 to 20 December 2020
WSQ APPROVED TRAINING ORGANISATION – PRIVATE EDUCATION INSTITUTE



COMPANY-SPONSORED COURSE REGISTRATION FORM

PART A	COURSE INFORMATION	
Course Title :	<input type="text"/>	Application for SDF Funding:
Course Dates :	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART B	APPLICANT'S DETAILS (Please complete <u>ALL</u> fields)	
Name (as in NRIC) :	<input type="text"/>	Gender : <input type="checkbox"/> M <input type="checkbox"/> F
NRIC / FIN :	<input type="text"/>	Nationality : <input type="text"/>
Date of Birth :	Age : <input type="text"/>	Race : <input type="text"/>
Home Address :	<input type="text"/>	
Home Tel :	Mobile : <input type="text"/>	Office : <input type="text"/>
Email Address :	Qualification : <input type="text"/>	
Employment Status :	<input type="checkbox"/> Employed Years of Working Experience : <input type="text"/>	Designation : <input type="text"/>
Company Name :	<input type="text"/>	
Salary Range :	<input type="checkbox"/> Below \$1,000 <input type="checkbox"/> \$1,000 - \$1,499 <input type="checkbox"/> \$1,500 - \$1,999 <input type="checkbox"/> \$2,000 - \$2,499 <input type="checkbox"/> \$2,500 - \$2,999 <input type="checkbox"/> \$3,000 - \$3,499 <input type="checkbox"/> \$3500 and above	
Is your Company an SME? :	<input type="checkbox"/> Yes <input type="checkbox"/> No (SME - Small & Medium Enterprise, ≤ 200 staff)	Company Industry : <input type="text"/>
Reasons for Training :	<input type="checkbox"/> Relevant to current job <input type="checkbox"/> Take on additional duties in current job <input type="checkbox"/> Prepare for higher position <input type="checkbox"/> Earn higher salary <input type="checkbox"/> Prepare for future job <input type="checkbox"/> Employer's recognition <input type="checkbox"/> Other reasons (please state): <input type="text"/>	

PART C	COMPANY'S DETAILS (Please complete <u>ALL</u> fields)	
Company Name :	<input type="text"/>	RCB Number : <input type="text"/>
Company Address :	<input type="text"/>	
Contact Person :	<input type="text"/>	Designation : <input type="text"/>
Email :	<input type="text"/>	Contact No. : <input type="text"/>

PART D	DECLARATION (Please complete <u>ALL</u> fields)	
<ul style="list-style-type: none"> • Is the company seeking SDF funding? <input type="checkbox"/> Yes <input type="checkbox"/> No • Is the applicant eligible for the WTS (Workfare Training Support) scheme? <input type="checkbox"/> Yes <input type="checkbox"/> No • Is the applicant eligible for the MCES (Mid-Career Enhanced Subsidy) scheme? <input type="checkbox"/> Yes <input type="checkbox"/> No • The company is aware that it has to apply for training grant in <u>SkillsConnect</u> for the applicant before the commencement of the course. <input type="checkbox"/> Yes <input type="checkbox"/> No • The company is aware registration is only confirmed upon full payment of the course fees before the commencement of the course. Avanta reserves the right to decline the applicant from attending the class at its sole discretion. <input type="checkbox"/> Yes <input type="checkbox"/> No 		
<p>The following document is required to be submitted for the application of SDF Funding:</p> <p><input type="checkbox"/> Copy of NRIC/FIN AND <input type="checkbox"/> Latest Payslip; OR <input type="checkbox"/> Latest Income Tax Notice; OR <input type="checkbox"/> 6 months CPF contribution History Statement</p> <p>Declaration</p> <p>1. I give consent to the Avanta Academy (Avanta), and/or SkillsFuture Singapore (SSG) or its appointed agent to contact me for the purpose of sending course/upskilling information and obtaining feedback on the effectiveness of training and its application to the workplace, including details of my employment.</p>		

2. We agree that should the applicant fail to meet the 75% attendance requirement and / or fail to sit for all required assessments and / or fail to pass all required assessments, **we will be liable for the total course fee without SDF funding.**
3. We declare that we are aware that the funding is subjected to approval by SSG.
4. We declare that we have not received course subsidy previously from SSG for this course through any other training provider.
5. We declare that all the information and particulars provided in this form are true, complete and accurate and that we have not withheld or distorted any information or particulars required under this form, and acknowledged and accepted the terms and conditions stated here in this registration form. We understand that if any information or particulars provided by us is false, distorted or misleading in any way, Avanta reserves the right to remove the applicant from the course without refund of the course fees paid.
6. We agree to comply and abide by the decision of Avanta concerning this application.
7. We declare that we have read and understood the applicable Terms and Conditions for the "Course Registration and Procedures" stated below, and agree to be bound by them.

X

Name / Signature of Applicant

Date

X

Name / Signature of Authorised
Company Personnel

Date / Company Stamp

COURSE REGISTRATION AND PROCEDURES

Below refund policies are made available to trainees via Avanta's website, online registration forms and hard/soft copy registration forms.

- **Course registration shall be applied at least 3 days in advance. Registration is based on a first-come-first-served basis. To confirm the registration, payment of the course fees must be made before the commencement date. Avanta Academy Pte Ltd (Avanta) reserves the right to decline a trainee from attending the class at its sole discretion.**
- WSQ SOA certificate shall be issued within 1 month from the course completion date. No certificate/card will be issued unless full payment is received by Avanta before the course ends. An email notification will be sent once the certificate/card is ready for collection. Uncollected certificate within 3 months from the date of email notification will be destroyed. An administrative charge apply to re-printing of replacement certificate/card at \$20/-. (Police report is required for lost certificate/card case.)
- Trainee is reminded to attend class punctually. Full course fees will still be imposed if the trainee does not attend the class without prior notice.
- If trainee is found cheating, trainee will be barred from the examination/assessment. Avanta reserves the right to take necessary actions.
- Notice of replacement or withdrawal must be made in writing to Avanta subjected to the following:
 1. No *administrative charge if notice of replacement reaches Avanta at least 3 working days before the course commencement date. Replacement of trainee is allowed only once.
 2. No refund of course fees if notice of withdrawal reaches Avanta 5 working days or less before the course commencement date.
- All requests are subjected to the discretion and approval of Avanta.
- Reschedule or change of course is allowed once only and is subjected to the availability of the course. An administrative charge of \$25.00 is applicable if the request is made 2 working days or less before the course commencement date.
- **Reschedule of assessment date is subjected to the availability of the assessor and an administrative charge.**
- Avanta reserves the rights to cancel the course or change the course dates. Refund of full course fees is applicable if the class is cancelled by Avanta.

By submitting this form, you hereby agree to Avanta's privacy policies.

FOR OFFICIAL USE

Supporting Documents : Copy of NRIC/FIN Copy of highest qualification Copy of WTS document(s)

Payment Collected : No
 Yes **Date:** _____ **Mode:** Cash / NETS / Cheque _____

Course Confirmation : No
 Yes **Date:** _____ **Mode:** Email / Self Collect

Verified by (Staff Name) : _____ **Signature:** _____ **Date:** _____

Referred by (Staff Name) : _____ **Signature:** _____ **Date:** _____