# ENROLMENT FORM

## Introduction to Chinese Phonetics (Hanyu Pinyin)
**Programme Duration:** 06 sessions, 18 hours per level

<table>
<thead>
<tr>
<th>Course Fee (before NSA grant &amp; GST)</th>
<th>TOTAL FEES PAYABLE (before NSA grant, W/ GST &amp; Registration Fee)</th>
<th>TOTAL FEES PAYABLE (after NSA Grant, W/GST=)</th>
<th>TOTAL FEES PAYABLE (after NSA Grant, W/ GST= &amp; REGISTRATION FEE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$270.00</td>
<td>$342.40</td>
<td>$153.90</td>
<td>$207.40</td>
</tr>
</tbody>
</table>

## Course Intake & Date (please tick one)

<table>
<thead>
<tr>
<th>INTAKE</th>
<th>NOV2017</th>
<th>JAN2018</th>
<th>FEB2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEKDAY AM CLASS WEDNESDAY 9am-12pm</td>
<td>⬜ NOV 2017 (08 Nov – 13 Dec)</td>
<td>⬜ JAN 2018 (03 Jan – 07 Feb)</td>
<td>⬜ FEB 2018 (28 Feb – 04 Apr)</td>
</tr>
<tr>
<td>WEEKDAY PM CLASS WEDNESDAY 7pm-10pm</td>
<td>⬜ NOV 2017 (08 Nov – 13 Dec)</td>
<td>⬜ JAN 2018 (03 Jan – 07 Feb)</td>
<td>⬜ FEB 2018 (28 Feb – 04 Apr)</td>
</tr>
</tbody>
</table>

## Language Medium
- Chinese / English

### Customising
- This programme is available for customising.
- The above price list is only applicable for enrolment of more than 8 students per class. Customised pricing for less than 8.

### Discount Scheme
- 10% off course fee for Seniors (Non-Singaporeans / Singapore Permanent Residents) aged 50 & above^.
- 50% NSA Subsidy is applicable for Singaporean seniors aged 50 & above^.
- “The 7% GST chargeable is based on full course fee.

^Proof of identity status or relevant documents are required for verification purpose.

Students are eligible for only ONE of the abovementioned discount schemes.

- Each class is 3 hours, with a short break of 15 mins.
- Course fee includes teaching materials and test fee.
- Non-refundable registration fee of $53.50 (inclusive of 7% GST) is applicable for each application.
- For enquiries, please email to aclp@ntu.edu.sg, or call 6592 2538 / 6592 2539 between Mon – Fri, 9am – 6pm.
## ENROLMENT PROCEDURE

### Procedure of Enrolment
1. Please read all the instructions carefully and complete enrolment form and return to CI-NTU via email at aclp@ntu.edu.sg or in person by the stipulated deadline.
2. Completed Programme Enrolment Form must be accompanied by:
   - Registration fee of S$53.50 (inclusive of GST, non-refundable) and course fee;
   - CI-NTU pre-course placement test training recommendation slip / CI-NTU post-course test training recommendation notice;
   - For company-sponsored applicant, the enrolment form must be signed and endorsed with the company stamp.
3. All enrolments are subjected to the pre-placement test result and seats availability. Seats are based on first come first served basis.
4. 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 endeavour to give advance notice of any changes.

### Mode of Payment
1. Full course fee shall be made at least 15 working days prior to the commencement of the course.
2. Payment can be made by using any of the following via credit card or NETS at reception counter of Confucius Institute, NTU. Opening hours: 9am – 6pm (Mon – Fri), 9am – 1pm (Sat) (by appointment only.)
3. All cheques must be crossed and made payable to "Confucius Institute, NTU Pte Ltd”. Please indicate your name and course title clearly on the reverse of the cheque. Please send cheque to:
   
   Confucius Institute, NTU
   11 Slim Barracks Rise (off North Buona Vista Road)
   NTU@one-north campus
   Executive Centre #08-01
   Singapore 138664
   Attention: Admin (ACLP Certificate Programme)

4. Successful applicants will receive an email notification on class confirmation at least 5-7 working days prior to the commencement of the course.
5. Please read the TERMS AND CONDITIONS before enrolment.

### PART 1 - PERSONAL PARTICULARS (Please complete ALL sections)

<table>
<thead>
<tr>
<th>Name (as in NRIC / Passport):</th>
<th>Salutation (Please indicate):</th>
<th>Prof. / Dr. / Mr. / Mrs. / Mdm. / Ms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Name (If applicable):</td>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Date of Birth (dd / mm / yyyy):</td>
<td>Age:</td>
<td></td>
</tr>
<tr>
<td>Nationality:</td>
<td>NRIC / FIN / Passport No.:</td>
<td></td>
</tr>
</tbody>
</table>

### Type of Singapore Pass you are currently holding (For foreigner only):

- Employment Pass
- S Pass
- Work Permit
- Visit Pass
- Student Pass
- Dependant’s Pass
- Others, please specify: ______________________

Mobile No.: Email:

Mailing Address: Postal Code:

Occupation: Company Name:

### PART 2 - HIGHEST EDUCATIONAL QUALIFICATION (Please tick one)

- Postgraduate Degree
- Graduate Degree
- Diploma
- College / Secondary & Below
- Others, please specify: ______________________
### PART 3 - HIGHEST CHINESE EDUCATIONAL QUALIFICATION
(Please tick one)

- [ ] Primary PSLE
- [ ] Lower Secondary
- [ ] ‘O’ Level or equivalent
- [ ] ‘A’ Level or equivalent
- [ ] Others, please specify: _______________________

### PART 4 - COMPANY SPONSORSHIP
(Applicable to company-sponsored applicants only and all fields must be completed by company.)

Company Name:
Billing Address: Postal Code:
Contact Person: Salutation: Prof. / Dr. / Mr. / Mrs. / Mdm. / Ms. (Please indicate):
Designation: Office No.:
Department: Fax 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 rejecting the application. We authorize any investigation of the above information for the purpose of verification.

Name of Official: __________________________
Signature: __________________________

Company Stamp: __________________________
Date (dd / mm / yyyy): __________________________

### PART 5 - HOW DO YOU KNOW ABOUT THIS PROGRAMME?
(Please tick)

- [ ] CI-NTU Website
- [ ] Newspaper Advertisement
- [ ] E-Newsletter
- [ ] Friends / Colleagues
- [ ] Brochure
- [ ] 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: _______________________

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GST Registration No.: 200511211D
Company Registration No.: 200511211D

Updated on 20161115
### TERMS AND CONDITIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Percentage of Refund</th>
<th>Written request for refund is received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Non-refundable</td>
<td>-</td>
</tr>
<tr>
<td>Course Fee</td>
<td>100%</td>
<td>More than 30 working days prior to the commencement of the course</td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>Between 15 to 30 working days prior to the commencement of the course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All</td>
</tr>
</tbody>
</table>

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:

3. The refund amount considered is inclusive of SkillsFuture Credit (SFC) to be used. (E.g. for a Nett Course Fee of $240.75, the applicant paid $100 cash and decides to use $140.75 SFC. For a 50% refund, which is $120.38, since the applicant only paid $100 cash, CI-NTU will have to collect $20.38 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 7 working days is deemed to have withdrawn from the course.

6. CI-NTU has sole discretion in approving withdrawal upon case by case basis depending on the merit of the request.
H. Deferment / Transfer Policy
1. “Deferral” is defined as a postponement or delay in course commencement date after the issuing of confirmation notice for the course. A non-refundable deferment administrative fee of S$53.50 (inclusive of 7% GST) per application will be chargeable. Students must apply for deferral using the “Request for Deferral Form”.

2. “Transfer” is defined as transferring from one class (weekday/weekend) to another within the same course, or change of course or level within the same programme after the issuing of confirmation notice for the course. A non-refundable transfer administrative fee of S$53.50 (inclusive of 7% GST) per application will be chargeable. Students must apply for transfer using the “Request for Transfer Form”.

3. All requests for deferral/transfer must be made in writing with valid reason(s); no other form of request will be accepted. All requests must be supported with documentary evidence. Applicant will be informed of the outcome within 10 working days upon receipt of notice.

4. Deferral / transfer is NOT allowed after SECOND lesson. Deferral/transfer of course is allowed only ONCE up to the next available commencement date of the course, subject to class availability, failing which the applicant will be deemed as having withdrawn from the course and the course fee payments shall be forfeited.

5. For company-sponsored applicant, the deferral / transfer request must be signed off by the authorized representative of the company.

6. If the Institute is unable to locate or contact you for a period of 14 working days or more prior to the commencement date of the next available course, such students may be deemed to have withdrawn from the programme.

7. In case of having missed the notice from CI-NTU, it is also the responsibility of the students to check with CI-NTU for the status of the next available course at least 14 working days or more before the course commencement date.

8. All requests for deferral/transfer are subjected to CI-NTU’s approval and seat availability. The Institute’s decision shall be final and any dispute will not be entertained.

I. Change of Personal Particulars
1. Applicant’s registered name (Name as in NRIC / Passport) will be reflected on certificate(s) issued. Any future changes must be supported by documentary evidence. It is important that the applicant verify his / her particulars upon enrolment and rectify any errors with CI-NTU on the first day of the lesson. If the applicant fails to do so and this has resulted in any re-issue of certificate, there is a non-refundable administration fee of S$53.50 (inclusive of 7% GST) will be chargeable.

2. Should there be any changes in the personal particulars (such as contact numbers and email). The applicant is 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 students’ addresses and contacts.

J. 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 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
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).

☐ 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.

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.

Signature: _________________________ Date (dd / mm / yyyy): ______________________

FOR OFFICIAL USE ONLY

Total Amount: ______________________ (Amt Incl): ______________________

☐ Course Fee S$ ______________________

☐ Non-Refundable Reg. Fee: ______________________

Transaction date: ______________________

Collected by: ______________________

Mode of payment: ☐ Credit Card ☐ NETS ☐ I-Banking

☐ Cheque ☐ Cash

Transaction No.: ______________________

Receipt No. : ______________________

Additional Funding: ☐ MCES S$ ______________________

☐ WTS S$ ______________________

☐ NSA S$ ______________________

☐ SkillsFuture Credit Used:

S$ ______________________

Claim ID: ______________________

Application Date: ______________________
Data Protection and Privacy Statement

1. Your personal data privacy is important to us and we are committed to safeguarding your personal data. Please read this data protection and privacy statement carefully so that you know and understand the purposes for which we collect, use and disclose your Personal Data. In this document, “CI-NTU” refers to Confucius Institute, Nanyang Technological University.

2. You are applying to be a participant/student of a program/course conducted by Confucius Institute, NTU (the “Relationship”).

3. We may collect, use, disclose and process your Personal Data for one or more of the following purposes:
   a) Evaluate your application.
   b) Administer, manage and process your relationship with us as a participant of CI-NTU Courses.
   c) For programme administration and billing.
   d) To create and maintain participants’ profiles in our system database for internal records and reference.
   e) To enable the trainers/speakers/guides to know the background of the participants.
   f) To submit the data to CI-NTU or external organisations who are hosting the visits for their information and/or to seek security clearance to enter their premises.
   g) To arrange accommodation for participants (if applicable).
   h) To issue Letter of Invitation, certificate to participants and any other required documents (if applicable).
   i) To provide you with relevant information relating to the subject matter and/or area of interests indicated in your query.
   j) To respond to your query and provide you with the relevant information relating to educational and/or other related or ancillary services provided by CI-NTU.
   k) During the course of your participation or attendance at events, seminars, workshops, or programmes organised or held by CI-NTU, photographs or video image(s) of you may be taken or recorded for news and publicity purposes relating to the legitimate interests of CI-NTU. By participating in attending the same, you agree for CI-NTU to collect, use, reproduce, publish, adapt, apply or otherwise deal with the same in any medium and format (whether in their present, adapted or modified form) for the said purposes.
   l) To contact you via postal mail, electronic mail, text messages (SMS/MMS), fax and/or voice calls (including to provide you with marketing, advertising and promotional information).
   m) To generate publicity materials for our courses, events and programmes; and/or
   n) any other purpose reasonably related to the aforesaid (collectively, the “Purposes”).

4. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your Personal Data for one or more of the above Purposes.

5. You have the right to withdraw your consent given hereunder, whether in part or as a whole. However, your withdrawal of consent could mean that we will not be able to continue with your Relationship with us. Should you wish to withdraw your consent in part or in whole, please send an email to us at aclp@ntu.edu.sg

DECLARATION
I hereby consent to the Data Protection and Privacy Statement.

Applicant’s Signature ___________________________ Date ___________________________
Name: ___________________________
NRIC / Passport No.: ___________________________
1. Term & Termination
(a) Confucius Institute, NTU (CI) reserves the right to terminate the Service at any time without assigning any reasons.
(b) Should the Permitted User(s) be in breach of any of the terms herein and having been notified of any such breaches, fails to remedy, CI may terminate the Service to the Permitted User(s) without compensation and without prejudice to its rights to damages for such breaches.

2. Notices
Any notice, consent or other communication required to be given hereunder shall be made in writing and shall be sent by facsimile transmission or by post to the address of the other party and shall be deemed to have been received when in the ordinary course of transmission it ought to have been received.

3. Copyright and User's Rights
(a) The Permitted User(s) may display information retrieved from the Service on the screen of a terminal.
(b) Except as expressly set out below, the Permitted User(s) shall not be permitted, and shall not permit others, to reproduce, distribute, display, sell, publish, broadcast, or circulate or otherwise make the information available in any manner in any media to any third party unless the Permitted User(s) has applied for and been granted express permission by CI and the terms and conditions in connection with such permission are strictly complied with.
(c) The Information may be reviewed and accessed by Permitted User(s) for their individual use only.
(d) The Information may be reviewed and accessed by Permitted User(s) within User(s)' premises, provided that the Permitted User(s) shall use its best efforts to ensure that all copyright or other proprietary rights notices are set out in connection with the provision of the information, including the following notice:

"Source:[state publication] © Singapore Press Holdings Ltd. Permission required for reproduction"

4. Permitted User(s) IDs/Passwords
(a) The Permitted User(s) undertakes to keep the IDs/Passwords confidential and where the Permitted User(s) is an individual, the Permitted User(s) shall not make such IDs/Passwords available to third parties.
(b) Use of the Service by the Permitted User(s) shall be deemed to constitute full acceptance by the Permitted User(s) of the Payment Schedule and the Terms and Conditions of Use of the Service as may be issued or amended by CI from time to time.
(c) This Service and the IDs/Passwords issued to the Permitted User(s) may not be assigned to any other party without the prior written consent of CI.

5. Availability and Accuracy of Information
(a) CI reserves the right to change the content, presentation, Permitted User(s) facilities and availability of the Service, at its sole discretion.
(b) CI makes no representation or warranties expressed or implied with regard to the Service and/or the information available on the Service, including but not limited to the fitness of the Service for any purpose whatsoever.

6. Liability
(a) CI, its officers and employees shall not be liable for any loss or damage (including consequential or incidental loss or damage which shall include but not be limited to loss of property or of profit, business, revenue or anticipated savings) or for any costs, claims or demands of any nature made by any party arising directly or indirectly out of the use, access to or withdrawal of the Service or out of any Information or materials available on the Service or the use thereof.
(b) The Permitted User(s) shall indemnify CI against all loss, damage and expense that may be suffered or incurred by CI in connection with a breach of any term of this Agreement on the part of the Permitted User(s).
(c) The Permitted User(s) agrees that when using the Service:
1. the Permitted User(s) will only submit, upload or publish User Content in strict compliance with Clause 7 below;
2. the Permitted User(s) will not offer for sale items which are illegal, banned, unlicensed, or controlled items;
3. the Permitted User(s) will not submit, upload or publish any information, advertisement or other User Content which is inaccurate, misleading, fraudulent, or illegal;
4. the Permitted User(s) will not offer for sale items, or submit, upload or publish User Content, in an incorrect or inappropriate category or area on the Site, including without limitation posting unauthorised advertisements, texts, images, and/or any other materials in any forum, discussion or message boards that is open and accessible to users of the Service; and
5. the Permitted User(s) will not alter, delete, manipulate, undermine or interfere with the listings of any other users, including but not limited to the description, information, text and images displayed.
(d) The Permitted User(s) agrees to indemnify and hold CI/Singapore Press Holdings (SPH), and its subsidiaries, affiliates, officers, agents, partners, and employees, harmless from all claims, demands, actions, proceedings, liabilities (including statutory liability and liability to third parties), penalties, and costs (including without limitation, legal costs on a full indemnity basis), awards, losses and/or expenses, due to or arising out of:
1. any content placed by the Permitted User(s);
2. the Permitted User(s) use of any Services;
3. the Permitted User(s)' breach of warranty, or breach of any terms and conditions of these Conditions; or
4. the Permitted User(s) misrepresentation, fraudulent acts, tortious acts, breach of contract, or violation of any rights of another person or entity.
You may not submit, upload or publish through CI any User Content that are libellous, defamatory, threatening, pornographic, an invasion of privacy, obscene, indecent, lewd, crude, abusive, improper, illegal, political, racist, religious, blasphemous, offensive, false, misleading, an infringement of any intellectual property rights of a third party, or would otherwise violate or encourage the violation of any law (including the Official Secrets Act (Cap.213)) or the proprietary or other rights of any third party (individually and collectively “Improper Works”). Furthermore, you may not submit or publish User Content that solicit funds, or include programs that contain viruses, trojan horses, worms, time bombs or any other programs designed to impair the operation and functionality of the Site, Service, Servers, or any computer.

7. User Content & Licence
(a) If, at any time the Permitted User(s) upload or post User Content to the Site, it/they shall automatically:
1. grant CI/SPH, its affiliates, subsidiaries and subcontractors (including its Internet content hosting servers and delivery networks) a non-exclusive, royalty-free, irrevocable, perpetual and worldwide licence to use (including without limitation, to reproduce, modify, distribute, publicly display, transmit, webcast, or broadcast) the User Content for or in connection with the provision of the Service (including for marketing and promotional purposes);
2. represent and warrant that:
   - (a) all User Content are the Permitted User(s)’ own original works and creations and do not and will not infringe the copyright or any other intellectual property or other rights of any third party;
   - (b) none of the User Content are Improper Works, nor will they expose CI/SPH to any civil or criminal proceedings in any part of the world; and
   - (c) the use by Permitted User(s) for the purposes and in the manner set out in this Clause 3(b), and the hosting of the User Content on the Servers by CI will not require any further licences from, or infringe any intellectual property or other rights of, any third party.

(b) CI at all times retains the sole discretion to remove or decline to accept any User Content from the Site without assigning any reason whatsoever. Without limiting the foregoing right, CI may monitor the Site for Improper Works (but is not obliged to do so) and reserves the right to remove any User Content which CI believes are Improper Works, or which is the subject of any dispute.

(c) For Copyright Act Infringements, we will, upon receipt of a compliant notice of infringement:
   (1) expeditiously take reasonable steps to remove or disable access to the allegedly infringing electronic copy; and
   (2) after removing or disabling access to the allegedly infringing electronic copy, expeditiously take reasonable steps to notify the person who had made that electronic copy available

(d) The copyright and intellectual property rights in all pre-existing User Content which belong to Permitted User(s) prior to uploading on this Site shall be subject to the licences granted by the Permitted User(s) under these Conditions, and subject to CI/SPH’s rights in the compilation of all User Content.

(e) The copyright and intellectual property rights in any and all new content created by the Permitted User(s) using the Service shall be owned by CI/SPH, and the Permitted User(s) hereby assign all such content to CI/SPH.

8. Force Majeure
CI and the Permitted User(s) shall not be liable for any loss or any failure to perform any obligations hereunder by reason of any delay in the performance, or non-performance, of any of its obligations hereunder to the extent that such delay or non-performance is due to any circumstances beyond the control of that party including but not restricted to acts of God, acts of the enemy, decrees or restraints by governmental or public authorities, strikes, war, riots, insurrections, civil commotion, transmission and/or communications disruptions or failure and other causes of such nature.

9. General
(a) These Terms & Conditions may be amended by CI from time to time. The use of the Service after the amendments of these Terms and Conditions shall constitute acceptance of the revised terms and conditions.
(b) This Agreement shall be governed by and construed in accordance with the laws of Singapore and the parties submit to the jurisdiction of the Singapore courts. In addition, the Parties agree that the Contracts (Rights of Third Parties) Act Cap 53B shall not apply to this Agreement.

We confirm that we have read the NewsTalk - Terms and Conditions and agree to be bound by them by putting our initial in the space provided below.

Name : _____________________________

Programme : _____________________________

Signature : _____________________________