

## ENROLMENT FORM 报名表

<b>Introductory Course in Traditional Chinese Medicine</b> <b>“认识中医”课程</b> <b>10 lessons, 25 hours</b>	
<b>Date 日期:</b> 17/03/2018 – 19/05/2018 ( Every Saturday 每逢星期六) (17/03; 24/03; 31/03; 07/04; 14/04; 21/04; 28/04; 05/05; 12/05; 19/05)	
<b>Time 时间:</b> 9:30am – 12:00pm	
<b>COURSE FEE 学费 \$</b> (with GST 包括消费税)	<b>Discount of 10 lessons registration</b> <b>报名完整课程 (10 堂课) 的优惠</b> (Pls tick if applicable)
<b>532.86 (10 lessons) / 64.20 (1 lessons)</b> <input type="checkbox"/> 10 堂课 <input type="checkbox"/> 3 月 17 日 <input type="checkbox"/> 3 月 24 日 <input type="checkbox"/> 3 月 31 日 <input type="checkbox"/> 4 月 07 日 <input type="checkbox"/> 4 月 14 日 <input type="checkbox"/> 4 月 21 日 <input type="checkbox"/> 4 月 28 日 <input type="checkbox"/> 5 月 05 日 <input type="checkbox"/> 5 月 12 日 <input type="checkbox"/> 5 月 19 日	<input type="checkbox"/> 283.86 ( 50% NSA Subsidy for Singaporeans seniors aged 50 years and above.) <input type="checkbox"/> Early bird discount (Register before 16 Feb 2018) [ ] 15% discount (NTU staff / student and group of 3 and more) [ ] 10% discount (Public) <u>Students are eligible for only ONE of the above mentioned discount schemes.</u>
<b>PERSONAL PARTICULARS 报名者资料</b>	
Name 英文姓名:	Chinese Name 中文姓名:
NRIC 身份证:	Contact No. 联络号码:
Date of Birth 出生年月:	Email 电邮:
Address 地址:	Postal Code:
<b>MODE OF PAYMENT 付款方式 (Cheque payable to Confucius Institute, NTU Pte Ltd)</b>	
<input type="checkbox"/> Cheque <input type="checkbox"/> I-Banking <input type="checkbox"/> Credit Card <input type="checkbox"/> NETS <input type="checkbox"/> Cash <input type="checkbox"/> SkillsFuture Credit <input type="checkbox"/> Company Sponsorship <sup>1</sup>	
Transaction Reference no.: _____	
<sup>1</sup> <b>COMPANY SPONSORSHIP 机构资助 (Applicable to company-sponsored applicants only)</b>	
Company Name:	
Billing Address:	
Contact Person:	Designation:
Department:	Office No.:
Email:	
<b><u>Company Certification</u></b>	
We certify that all information made on this application is true and complete to the best of our knowledge. We agree that any misinterpretation 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: _____
<b>HOW DO YOU KNOW ABOUT THIS PROGRAMME? 获知讯息管道</b>	

## Cultural and Institute Fund Programme

- |   |  |                                       |                                  |                                   |
|---|--|---------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> CI-NTU Website | <input type="checkbox"/> Newspaper Advertisement       | <input type="checkbox"/> E-Newsletter | <input type="checkbox"/> Friends | <input type="checkbox"/> Brochure |
| <input type="checkbox"/> Radio          | <input type="checkbox"/> Others, please specify: _____ |                                       |                                  |                                   |

## TERMS AND CONDITIONS

### A. Enrolment Policy

1. Applicant will have to submit the completed form and photocopy of NRIC (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 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 7% GST) only.
2. Applicant should ensure there is sufficient balance in the Account before course enrolment.
3. 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.
4. In the case of cancellation of the usage SFC, applicant should notify CI-NTU in writing at least five (5) working days before they make any cancellation.
5. Upon cancellation of SFC used, CI-NTU will be reimbursed with the corresponding amount in cash within five (5) working days after the cancellation; and before the course commencement date.
6. In the case of withdrawal, applicant should cancel the SFC within five (5) working days after the withdrawal request is sent or three (3) working days before course commencement 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.

### 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

## Cultural and Institute Fund Programme

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\$ \_\_\_\_\_  
 Material Fee: S\$ \_\_\_\_\_

Transaction date:

Collected by:

Mode of payment:  Credit Card  NETS  I-Banking  
 Cheque  Cash

Transaction No. :

SkillsFuture Credit Used: S\$ \_\_\_\_\_

Receipt No. :

### 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 generate publicity materials for our courses, events and programmes;
  - j) To provide you with relevant information relating to the subject matter and/or area of interests indicated in your query;
  - k) 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;
  - l) 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.
  - m) 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)
  - 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 [cifp@ntu.edu.sg](mailto:cifp@ntu.edu.sg)

#### **DECLARATION**

I hereby consent to the Data Protection and Privacy Statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date