

COURSE APPLICATION FORM

课程申请表



FOR OFFICIAL USE	
COURSE FEE	
RECEIPT NO.	
RECEIVED BY	

COURSE TITLE:
(课程名称): _____

START & END
OF COURSE DATE:
(课程日期): _____

APPLICATION DETAILS 申请资料

Type of Application: 申请类型: Company Sponsored 公司赞助 Self-Funded 自费

Is your company a member of SCCC? 公司是否是中华总商会会员? Yes 是 No 否

Membership No: 会员号码: _____

Is this the first time you apply for any form of Government course fee subsidy for this course? 是否首次申请本课程的政府津贴? Yes 是 No 否

Will you be using SkillsFuture Credit to pay for the course fee? 您是否使用“未来技能培训补助”来支付本门课程学费? Yes 是 No 否

Amount payable by (circle where applicable) SkillsFuture Credit / Paynow / Cash / Nets: 使用 (请圈选) 未来技能培训补助/Paynow/现金/Nets 金额: \$ _____

SkillsFuture Claim ID / Training Grant Ref No. / Paynow Ref No. (C - 12 Digit No.): _____

PERSONAL DETAILS 个人资料

Full Name: _____ 中文姓名: _____
(Name as in NRIC / Passport / Passes) (请依照身份证, 护照, 或准证所登记的姓名填写)

NRIC/ Passport / FIN No. 身份证号码/ 护照/准证号码: _____ Date of Birth: 出生日期: ____ / ____ / ____
mm 月 dd 日 yyyy 年 Age: 年龄: _____

Gender: 性别: Male 男 Female 女 Nationality: 国籍: Singaporean 新加坡公民 Singapore PR 新加坡永久居民 Others: 其他: _____

Address: _____ Singapore 地址: _____ 邮编: _____

E-mail Address: _____ Highest Qualification: 电邮地址: _____ 最高学历: _____

Contact Number: _____ Office No.: 联络号码: _____ 办公室电话号码: _____ Residential No.: 住宅电话号码: _____

PRESENT EMPLOYMENT DETAILS 在职资料

Company Name: 公司名称: _____

Company Address: _____ Singapore 公司地址: _____ 邮编: _____

Monthly Salary Range 月薪	Unemployed	\$S\$1,000 & below / 以下	\$S\$1,000 - \$S\$1,499	\$S\$1,500 - \$S\$1,999
	\$S\$2,000 - \$S\$2,499	\$S\$2,500 - \$S\$2,999	\$S\$3,000 - \$S\$3,499	\$S\$3,500 & above / 以上

Participant's Designation 学员职位: _____

Office Contact Person: 公司联络人: _____ Contact Person's No.: 联络人号码: _____ Office Contact No.: 办公室电话号码: _____

Contact Person's Designation: 公司联络人职位: _____ Contact Person's Email Address: 联络人电邮地址: _____

IMPORTANT INSTRUCTIONS 重要指示

- Please complete the application form and submit to our centre at least two weeks before the course commencement date.
Address: 111 North Bridge Road, #06-05/06, Peninsula Plaza, Singapore 179098
Tel: 63341080
Fax: 63371165
请把课程申请表填好,并在开课日期的两个星期前把表格交到桥北路111号, #06-05/06, 柏龄大厦, 邮编 179098
电话号码: 63341080
传真号码: 63371165.
- Completed Application Form must be accompanied by Copy of personal identification – I/C for Singaporeans and PRs, Passport/Work Permit/Employment Pass for others.
请在呈交课程申请表时,附上以下文件:
一份个人的身份证(新加坡公民或永久居民)或护照/工作准证/就业准证(其他)的复印件。
- Application form with incomplete information will not be considered.
本学院将不会接受不完整的课程申请表。
- All information provided by students will be treated in the strictest confidence. By signing the application form, you expressly consent to SCCIOB collecting, using and disclosing the personal data provided in the form for the purposes of course administration, annual reporting to the regulatory bodies and other course information.
学院保证将谨慎处理学员个人资料并妥善保管。通过填写此报名表,您明确同意让新加坡中华总商会管理学院收集,使用和提供您的个人资料作为课程行政管理,向监管机构进行的年度报告及未来课程通知用途。

Please tick here if you do not wish to have your personal data collected for course updates.
若您不同意学院使用您的个人资料,用于发送学院活动及课程更新的信息,请在此打勾。

TERMS AND CONDITIONS 附带条件与条例

Enrolment 报名

Singapore Chinese Chamber Institute of Business (SCCIOB) reserves the right to verify the information provided in this application form.
新加坡中华总商会管理学院将有权对申请人所提供的资料进行核实。

Our Classes 课程

SCCIOB reserves the right to vary, change and amend the course commencement date, content, entry requirements, course fees, curriculum, examination rules, lecturers, lesson dates, venue and other aspect of the course at any time prior to or during the delivery of the course.

管理学院保留在课程开始之前或开课期间更改开课日期,课程内容,入学标准,课程收费,教材,考试规定,任教老师,上课日期,地点和课程相关信息的权利。

SSG Application 精深技能发展局学费资助

In order to qualify for SSG funding, 精深技能发展局的学费资助申请,需要符合以下条件:

- An applicant needs to be either Singapore Citizen or Singapore Permanent Resident, Self-Sponsored trainee or Company-Sponsor trainee aged 21 years and above.
申请者必须是新加坡公民或者永久居民,自费学员或公司资助学员,年龄为21岁及以上。
- All participants have to meet the minimum course requirements of the course enrolled
所有学员必须符合报读课程的最低要求:
- An applicant needs to achieve at least 75% attendance in the course enrolled, passed all the coursework and assessments where applicable.
学员需要达到至少75%的出勤率,通过全部课程作业或测验。

- No replacement lesson / assessment will be provided by SCCIOB should participant fail to attend any lesson / assessment in the course enrolled.
如果学员缺课,或者未能参加课程考试,新加坡中华总商会管理学院不会提供补课或补考。

精深技能发展局只会资助学员同一课程一次。如果学员曾经接受过精深技能发展局的资助,那再次报名这个课程时,需要支付全额课程费用。

- SSG will only fund each SSG Funded Programme enrolled once. Participant will have to pay full course fee if he/she had previously received funding for the same programme.

精深技能发展局只会资助学员同一课程一次。如果学员曾经接受过精深技能发展局的资助,那再次报名这个课程时,需要支付全额课程费用。

- Participant is required to participate in SSG Training and Outcomes Measurement (TRAQOM) online questionnaire.

学员需要参与精深技能发展局“培训和成果测量(TRAQOM)”在线问卷。

Photography & Videography 拍摄照片和录制视频

Do note that photographs and videos may be taken during the course for teaching and assessment purposes.

请注意,出于教学和评估目的,上课期间可能会拍摄照片和录制视频。

Payment 付款

All cheque payment are to be crossed and made payable to “SCCIOB”. Please indicate your name and the course title behind the cheque. Please do not send any cash by mail.

所有支票必须注明支付给“SCCIOB”。请把您的姓名与课程名称写在支票的反面。请不要把现金邮寄给本学院。

Refund 退款

No refund is allowed unless the Institute cancels or postpones the course.

除非本学院取消或延期课程,不然本学院将不会退还课程学费。

Withdrawals Policy 退课政策

Our Institute's policy with regards to refunds for withdrawal is as follows:

提交书面退课申请和学费退款规则如下:

学员能索回的退款比例: % of Course Fees to be Refunded:	学院收到退课申请的日期: If Student's withdrawal form is received
100%	距离开课日期七天或以上 At least 7 days before the course commencement date
75%	距离开课日期三至六天 3 – 6 days before the course commencement date
0%	距离开课日期少过三天 Less than 3 days before the course commencement date

All withdrawal shall be in accordance with the aforementioned clause on refund. Participant must complete and submit the withdrawal form. Participant will be informed of the outcome within two (2) to four (4) weeks and it takes approximately another four (4) to six (6) weeks to process the refund. Please note that Application &/or Membership fee is not refundable. Administrative fee might be impose where applicable.

所有的退课申请应符合上述退款规则。学员必须填写并提交退课申请表。学员将在大约两到四周内收到退课申请结果,并且在退课申请通过后大约四到六周的时间内收到退款。请注意,课程申请费和会员费不可退款。学院可能会收取行政费用。

Student with medical condition must support their claims with official documentary evidence from either Polyclinic or Hospital to the Institute for consideration. Any decision made by the Management shall be final. Upon which, the student concerned shall be informed in writing of the Institute's decision. All other documentary evidence are subject to approval on a case by case basis.

有健康状况的学生需要向管理学院提供来自综合诊所和医院的官方医疗文件作为证明,管理学院拥有最终决定权,来决定是否接受该学生的申请。

APPLICANT'S DECLARATION 申请人的声明

I declare that all information given in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission is sufficient grounds for rejection of the application or withdrawal of any place that may be offered and that this withdrawal may take place at any stage during the course. I understand and accept the terms and conditions set by Singapore Chinese Chamber Institute of Business.

我声明我在申请表所提供的资料全部属实与完整。我了解如果我故意隐瞒资料或提供不正确的资料,学院将有权取消我上课的资格。我了解并接受新加坡中华总商会管理学院所规定的条例。

Signature of Applicant 申请人的签名

Date 日期

(For Official Use) Verifier's Details

SIGNATURE

NAME OF PROGRAMME CONSULTANT

