

Diploma / Advanced Diploma Course Enrolment Form

文凭课程报名表



THE TRAINING INSTITUTE OF SINGAPORE CHINESE CHAMBER
OF COMMERCE & INDUSTRY (SCCCI)

Language Studies Centre

Fax : (65) 6337-1165 Tel : (65) 6334-1080

E-mail to: Enquiry@scciob.edu.sg

Post to : Language Studies Centre 47, Hill Street, #08-01, SCCCI Building, S(179365)

Register at least 21 days before course commencement.

Please provide the following documents during registration for full diploma or single module(s)

所有申请者必须提呈 (Please tick in the boxes. 请在格子里打勾。)

<input type="checkbox"/>	1. Completed Diploma Enrolment Form	文凭课程报名表	
<input type="checkbox"/>	2. A recent passport-size photograph of yourself	1 张 2 寸近照 (护照照片规格)	PASSPORT-SIZED PHOTO
<input type="checkbox"/>	3. A photocopy of your NRIC / Passport	身份证、护照副本	
<input type="checkbox"/>	4. Certified true copy of your highest education qualifications	学历资格证书副本	
<input type="checkbox"/>	5. Certified true copy of your highest English language result slip @	最高英文考试成绩单*	
<input type="checkbox"/>	6. Certified true copy of your highest Chinese language result slip	最高华文考试成绩单	
<input type="checkbox"/>	7. Evidence of at least 3 years of related working experience	至少三年相关工作经验证明*	

* To be submitted by Diploma in Translation & Interpretation Skills applicants only 翻译技能文凭课程申请者须缴交。

* To be submitted by Advanced Diploma in Professional Chinese Teaching Only 专业华文教育高级文凭课程申请者须缴交。

COURSE	YEAR	TERMS	MODULES (Please tick modules you are enrolling in each term)
<input type="checkbox"/> Diploma in Translation & Interpretation Skills 翻译技能文凭	20__ __	Term 1 / 2 / 3*	<input type="checkbox"/> DTS01 <input type="checkbox"/> DTS02 <input type="checkbox"/> DTS03 <input type="checkbox"/> DTS04 <input type="checkbox"/> DTS05 <input type="checkbox"/> DTS06
	20__ __	Term 1 / 2 / 3*	<input type="checkbox"/> DTS01 <input type="checkbox"/> DTS02 <input type="checkbox"/> DTS03 <input type="checkbox"/> DTS04 <input type="checkbox"/> DTS05 <input type="checkbox"/> DTS06
	20__ __	Term 1 / 2 / 3*	<input type="checkbox"/> DTS01 <input type="checkbox"/> DTS02 <input type="checkbox"/> DTS03 <input type="checkbox"/> DTS04 <input type="checkbox"/> DTS05 <input type="checkbox"/> DTS06
<input type="checkbox"/> Diploma in Professional Chinese Teaching 专业华文教育文凭	20__ __	Term 1 / 2 / 3 / 4*	<input type="checkbox"/> DCT01 <input type="checkbox"/> DCT02 <input type="checkbox"/> DCT03 <input type="checkbox"/> DCT04 <input type="checkbox"/> DCT05 <input type="checkbox"/> DCT06 <input type="checkbox"/> DCT07 <input type="checkbox"/> DCT08
	20__ __	Term 1 / 2 / 3 / 4*	<input type="checkbox"/> DCT01 <input type="checkbox"/> DCT02 <input type="checkbox"/> DCT03 <input type="checkbox"/> DCT04 <input type="checkbox"/> DCT05 <input type="checkbox"/> DCT06 <input type="checkbox"/> DCT07 <input type="checkbox"/> DCT08
	20__ __	Term 1 / 2 / 3 / 4*	<input type="checkbox"/> DCT01 <input type="checkbox"/> DCT02 <input type="checkbox"/> DCT03 <input type="checkbox"/> DCT04 <input type="checkbox"/> DCT05 <input type="checkbox"/> DCT06 <input type="checkbox"/> DCT07 <input type="checkbox"/> DCT08
	20__ __	Term 1 / 2 / 3 / 4*	<input type="checkbox"/> DCT01 <input type="checkbox"/> DCT02 <input type="checkbox"/> DCT03 <input type="checkbox"/> DCT04 <input type="checkbox"/> DCT05 <input type="checkbox"/> DCT06 <input type="checkbox"/> DCT07 <input type="checkbox"/> DCT08
<input type="checkbox"/> Advanced Diploma in Professional Chinese Teaching 专业华文教育高级文凭	20__ __	Term 1 / 2 / 3*	<input type="checkbox"/> ADCT01 <input type="checkbox"/> ADCT02 <input type="checkbox"/> ADCT03 <input type="checkbox"/> ADCT04 <input type="checkbox"/> ADCT05 <input type="checkbox"/> ADCT06
	20__ __	Term 1 / 2 / 3*	<input type="checkbox"/> ADCT01 <input type="checkbox"/> ADCT02 <input type="checkbox"/> ADCT03 <input type="checkbox"/> ADCT04 <input type="checkbox"/> ADCT05 <input type="checkbox"/> ADCT06
	20__ __	Term 1 / 2 / 3*	<input type="checkbox"/> ADCT01 <input type="checkbox"/> ADCT02 <input type="checkbox"/> ADCT03 <input type="checkbox"/> ADCT04 <input type="checkbox"/> ADCT05 <input type="checkbox"/> ADCT06

PLEASE USE BLOCK LETTERS AND WRITE LEGIBLY. NAME (IN ENGLISH) WILL BE PRINTED ON CERTIFICATE

PERSONAL PARTICULARS 个人资料

<input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mdm (Please tick) Name as in NRIC/Passport/Identification card.		Name (In Chinese)				
© 英文姓名 Name:		中文姓名: (If applicable)				
© 通讯地址 Mailing Add:		Singapore				
© 身份证号码 ID No:		职业 Occupation:				
© 电邮 E-mail:		公司名号 Company:				
© 手机 Mobile:		出生日期 Date of birth:				
© 电话 Tel: (H/Off*):		国籍 Nationality:				

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MEMBERSHIP 会员		
Please select one: <input type="checkbox"/> NON-Member <input type="checkbox"/> Existing Student of IOB <input type="checkbox"/> SCCCI Member		
会员证号码 Membership No :	有效期 Expiry Date:	
HIGHEST EDUCATIONAL QUALIFICATION 最高学历		
<input type="checkbox"/> Postgraduate Degree 硕士文凭、博士学位	<input type="checkbox"/> Graduate Degree 大学文凭	Official Use:
<input type="checkbox"/> College / Pre-U / Diploma 大学预备班 / 专业文凭	<input type="checkbox"/> Secondary School & Below 中学或以下	<input type="checkbox"/> Met <input type="checkbox"/> Not met
Others, please specify 其他, 请说明:		
HIGHEST CHINESE LANGUAGE PROFICIENCY 最高中文程度		
<input type="checkbox"/> Pass in O Level Chinese (Higher Chinese/1st language)	Grade: _____ Year of Exam: _____	Official Use:
<input type="checkbox"/> Pass in O Level Chinese (2nd language)	Grade: _____ Year of Exam: _____	<input type="checkbox"/> Met <input type="checkbox"/> Not met
<input type="checkbox"/> Pass in AO Level Chinese (Higher Chinese/1st language)	Grade: _____ Year of Exam: _____	
<input type="checkbox"/> Pass in A Level Chinese (Higher Chinese/1st language)	Grade: _____ Year of Exam: _____	
Others, please specify 其他, 请说明:		
HIGHEST ENGLISH LANGUAGE PROFICIENCY 最高英文程度 (FOR TRANSLATION COURSE ONLY)		
<input type="checkbox"/> Pass in O Level English (1 st language)	Grade: _____ Year of Exam: _____	Official Use:
Others, please specify 其他, 请说明:		<input type="checkbox"/> Met <input type="checkbox"/> Not met
COMPANY SPONSORSHIP 公司赞助		
My company is sponsoring this course, please issue the tax invoice to my company. Leave blank if not applicable.		
Employer:		
Billing address:		Singapore
Approving Officer / Contact Person	Name:	COMPANY STAMP
Phone:	Position:	
Fax:	Department:	
E-mail:		
Company Stamp		
Applying for SDF? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>All information provided by students will be treated in the strictest confidence. By signing the application form, you expressly consent to SCCCIOB 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。</p> <p><input type="checkbox"/> 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。</p> <p>Please read the terms and conditions on the next page and in the Student Contract (where applicable) before signing. 请在签字前详读下一页及学生合同的条款。</p>		
© Signature of applicant: 报名者签名 :		Date: 日期:

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OFFICIAL USE 学院备注							
		Enrolment Type	1 st Payment	Balance Payment	SDF Subsidies	Total fees (b/f GST)	Remarks:
(A) FULL DIPLOMA <input type="checkbox"/> With SDF Subsidies <input type="checkbox"/> Without SDF subsidies	<input type="checkbox"/> DTS	<input type="checkbox"/> Intensive	S\$	S\$	S\$	S\$3,812	<input type="checkbox"/> Diploma /Advanced Diploma Enrolment Form signed and T&C explained
		<input type="checkbox"/> Leisure	S\$	S\$	S\$	S\$4,112	
	<input type="checkbox"/> DCT	<input type="checkbox"/> Intensive	S\$	S\$	S\$	S\$3,412	
		<input type="checkbox"/> Leisure	S\$	S\$	S\$	S\$3,724	
	<input type="checkbox"/> ADCT	<input type="checkbox"/> Intensive	S\$	S\$	S\$	S\$3,612	
		Payment date:	/ /	/ /	Claimed? <input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	
	Payment details	Receipt No.	R	R	Claimed? <input type="checkbox"/> Yes <input type="checkbox"/> No	R	
		Amount Paid:	\$	\$		\$	
		Course Code(s) :					
Paid Stamp:		<i>Paid Stamp</i>	<i>Paid Stamp</i>	<i>Paid Stamp</i>			

Application

All applications for our training and development programmes can be made at:

47 Hill Street
#08-01, SCCC Building
Singapore 179365

All applications **MUST** be accompanied with a duly completed application form and a non-refundable application fee or course fee. *(Please refer to individual programmes for more details)*

Payment

All payments are to be made in **SINGAPORE DOLLAR**. We accept **CASH, CHEQUES, GIRO, NETS** and **CREDIT CARD** and **INTERNET BANKING** payments for all our programmes.

All cheque payments are to be made payable to: **"SCCIOB"**

Course Enrolment – Prerequisite And Requirements

For the prerequisite and requirements (such as academic qualification, age as well as work experience requirements) pertaining to enrolment of the various courses, please refer to the respective programme brochures. **"Course Fees"** are categorised into Tuition and Non-Tuition Fees.

Tuition Fees comprise(s):

- Tuition Fee

Non-Tuition fees comprise(s):

- Application fee and Membership fee (if applicable)
- Insurance
- Repeat of module/subject
- Deferment / Transfer fee
- Late Fee penalty
- Material, Textbook and Laboratory fees
- External examination or supplementary examination fee
- Review of examination script/grade
- Replacement of course materials, result slip or transcript.

Course Commencement

Commencement date refers to the date a programme is scheduled by SCCIOB to commence. For the exact date of commencement, please contact SCCIOB directly.

Our Classes

Classes are mainly held at:
8th Floor, SCCC Building,
47 Hill Street, Singapore 179365

SCCIOB reserves the right to vary, change and amend the module 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.

Refund Policy

All fee-paying students must pay his/her fees as laid out in the Student Contract and/or by the date(s) stipulated / advised.

The following fees are NON-REFUNDABLE:

- Application fees;
- Additional fees (as stipulated beforehand);
- Fees that are imposed by the government authorities or other external parties, such as examination board or a foreign education institution or a local/overseas professional bodies, as the case may be;
- Goods and Services Tax;
- Deferment / Transfer fee;
- Late Fee penalty;
- Material, Textbook and Laboratory fees;
- All other fees or costs incurred by the Institute as a result of the student's initial enrolment

Tuition fees paid are refundable subject to the following: -

- 100% refund of tuition fees if the applicant's written notice of withdrawal is received by the Institute seven (7) or more days before the commencement date.
- 75% refund of tuition fees if the applicant's written notice of withdrawal is received by the Institute between three (3) and six (6) days before the commencement date.
- 0% refund of tuition fees if the applicant's written notice of withdrawal is received less than three (3) days before the commencement date or after course commencement.

Withdrawals Policy

All withdrawals shall be in accordance with the aforementioned clauses on refunds. Request for transfers and withdrawals shall be made at least **two (2) weeks in writing** to the Institute. Student will be informed of the outcome within **two (2) weeks** and it takes approximately **four (4) to six (6) weeks** to process a withdrawal upon receipt of notice.

In the case of any withdrawal, a counseling session will be held between the student and the Institute's staff to understand the reasons for withdrawal and where appropriate to offer alternative courses to the student. The student makes the final decision on whether to remain in the Institute or to proceed with the withdrawal or transfer.

Student with medical conditions or face genuine financial difficulties must support their claims with official documentary evidence to the Institute for consideration and any decision made by the General Manager shall be final. Upon which, the student concerned shall be informed in writing of the Institute's decision.

Deferment / Transfer Policy

A "Deferment" is defined as a delay in course commencement date of the registered course supported by valid reason(s), as approved by the General Manager. All deferment requests shall be supported by official documentary evidence.

A "Transfer" is defined as a change of course or level within the same course before or after commencement date.

Where a student wishes to apply for deferment / transfer before course commencement, the request shall be submitted in writing at least two (2) weeks before course commencement. We will not accept verbal notice given by the Student.

Student will be informed of the outcome within **two (2) weeks** and it takes approximately **four (4) to six (6) weeks** to process a deferment / transfer upon receipt of notice.

Transfer is NOT allowed after the second lesson. Deferment is NOT allowed 7 days or less before the commencement of the lesson for short courses with duration less than 3 months.

- Written request is required. Please fill up the relevant form.
- When deferring / transferring a class, participants have to take the next available class. Otherwise, the course fee will be forfeited. Deferment / Transfer fee includes:
 - Administrative charge (\$53.50)
 - Materials fee (Varies according to types of course)
 - Difference in course fee if the fee for the latter class is higher
- When transferring to a class with a lower course fee, there will be no refund on the difference in course fees.
- Approval for such requests is on a case-by-case basis. The Institute's decision is final and it will not entertain any dispute.

Extension Policy (Applicable only to Diploma courses)

An Extension is defined as an extension in course duration after course commencement supported by valid reason(s) as approved by the General Manager. All extension requests shall be supported by official documentary evidence.

It takes approximately two (2) weeks to process an extension upon receipt of notice.

- The minimum period of extension is 3 months (1 semester) and the maximum period of extension is 12 months (4 semesters).
- The students still have to complete the course within the maximum study period of the respective training programme (e.g. Diploma in Business Administration is 2.5 years).

Approval for such requests is on a case-by-case basis. The institute decision is final and it will not entertain any dispute.

Grievances and Feedback Process

Grievances and feedback from students can be made via the Customer Feedback Form obtained from the reception or email to student@scciob.edu.sg.

Confidentiality

It is SCCIOB's commitment to collect just sufficient information and data from participants for the purpose of course application, billing and other internal administrative processes. All collected participant information will be treated in strict confidence and SCCIOB commits that participant's consent will be sought should their information be used for any other purpose other than SCCIOB's internal administrative usage.

Participant's Code of Conduct

All students shall abide by the Participant's Code of Conduct and the Student Handbook, which may be updated from time to time.

INFORMATION PROVIDED ARE CORRECT UNTIL AMENDMENT

Photography & Videography

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。

INFORMATION PROVIDED ARE CORRECT UNTIL AMENDMENT

