

# Course Enrolment Form 报名表

Language Studies Centre

Fax : (65) 6337-1165

Tel : (65) 6334-1080

E-mail to: [enquiry@sccioeb.edu.sg](mailto:enquiry@sccioeb.edu.sg)

Post to : Language Studies Centre 111 North Bridge Road, #06-05/06, Peninsula Plaza, S(179098)

Register at least 14 days before course commencement. (请在课程开课日期至少十四天前注册)

Is this the first time you apply for any form of Government course fee subsidy for this course?  
您是否曾经申请过本门课程的政府津贴?  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 of Credit used: 未来技能培训补助数额: \$ \_\_\_\_\_ Pay to: 支付给:  SCCIOB 新加坡中華總商會管理學院

| COURSE (* Delete where applicable)  | LEVEL / MODULE  | CLASS FREQUENCY (WEEK)  |
|---|---|---|
| <input type="checkbox"/> Certificate in Gateway to Mandarin   | <input type="checkbox"/> L1 <input type="checkbox"/> L2 华语入门证书  | <input type="checkbox"/> Weekend Leisure (Once a week)  |
| <input type="checkbox"/> Certificate in Elementary / Intermediate /Advanced Chinese   | <input type="checkbox"/> L1 <input type="checkbox"/> L2 初/中级/高级华文证书   | <input type="checkbox"/> Weekdays Day / Evening (Twice a week)  |
| <input type="checkbox"/> Certificate in Business Mandarin - Specialising in Finance & Accounting Terms / For Banking Professionals (please circle accordingly)                                      | 财会商务华语证书/<br>银行业专用商务华语证书  | <input type="checkbox"/> Workshop (Half day / Full day)   |
| <input type="checkbox"/> Certificate in Business Chinese Translation Skill  | 实用商业翻译技能证书  | TERMS<br><input type="checkbox"/> Term 1 (Jan-Mar 18) <input type="checkbox"/> Term 2 (Apr-Jun 18)<br><input type="checkbox"/> Term 3 (Jul-Sep 18) <input type="checkbox"/> Term 4 (Oct-Dec 18) |
| <input type="checkbox"/> Business Mandarin for Managers/Executives  | 执行人员商务华语工作坊   |   |
| <input type="checkbox"/> Effective Mandarin Presentation and Negotiation Skills   | 华语现场演示及   |   |
| <input type="checkbox"/> Business English FOUNDATION / INTRODUCTORY/ ELEMENTARY/ INTERMEDIATE/ ADVANCED (please circle accordingly)   | 商务英语证书 - 入门 / 基础 / 初级 / 中级 / 高级 (请圈选课程)   |   |
| <input type="checkbox"/> Certificate in Practical English for Community Integration/ English for Front Line Staff/ F&B Industry (please circle accordingly)<br>生活达人实用英语 / 服务业英语证书 / 餐饮业英语证书 (请圈选课程) |   |   |
| <input type="checkbox"/> Certificate in International Business Mandarin Foundation  |   |   |
| <input type="checkbox"/> Certificate in International Business Mandarin Comprehensive 国际商务华语证书 - 综合   | <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate<br><input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced  |   |
| <input type="checkbox"/> Certificate in International Business Mandarin Conversational 国际商务华语证书 - 口语  | <input type="checkbox"/> Beginner Plus <input type="checkbox"/> Intermediate Plus <input type="checkbox"/> Upper Intermediate & Advanced<br><input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced |   |
| <input type="checkbox"/> Certificate in International Business Mandarin Reading & Writing 国际商务华语证书 - 阅读与写作  | <input type="checkbox"/> Beginner Plus <input type="checkbox"/> Intermediate Plus <input type="checkbox"/> Advanced<br><input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Upper Intermediate  |   |
| <input type="checkbox"/> Others 其他课程:   |   |   |

PLEASE USE BLOCK LETTERS AND WRITE LEGIBLY. NAME (IN ENGLISH) WILL BE PRINTED ON CERTIFICATE 请用正楷清晰书写。英文姓名将打印在证书上。

APPLICANT'S PARTICULARS 个人资料

Dr  Mr  Ms  Mdm 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

Name (In Chinese) 中文姓名: \_\_\_\_\_ (If applicable)

Name 英文姓名: \_\_\_\_\_

Mailing Address 通讯地址: \_\_\_\_\_ Postal Code 邮编: \_\_\_\_\_

NRIC/ Passport / FIN No. 身份证号码/ 护照/准证号码: \_\_\_\_\_ Nationality 国籍\*: \_\_\_\_\_

Date of Birth 出生日期: \_\_\_\_\_ Occupation 职业: \_\_\_\_\_

E-mail 电邮: \_\_\_\_\_ Company 公司名号: \_\_\_\_\_

Tel 电话: (HP) \_\_\_\_\_ (OFF) \_\_\_\_\_ (HM) \_\_\_\_\_ Type of pass 准证类别:  PR  EP  WP  Others (pls specify): \_\_\_\_\_

MEMBERSHIP 会员

Please select one (请选填):  Non-Member 非会员  Existing Student of SCCIOB 在级学生  SCCI Member 新加坡中華總商會會員

Membership Number 会员证号码: \_\_\_\_\_ Expiry Date 有效期: \_\_\_\_\_

HIGHEST EDUCATIONAL QUALIFICATION 最高学历

Postgraduate Degree 硕士文凭、博士学位  Graduate Degree 大学文凭  College / Pre-U / Diploma 大学预备班 / 专业文凭

Secondary School & Below 中学或以下  Others, please specify 其他, 请说明: \_\_\_\_\_

COMPANY SPONSORSHIP 公司赞助 (WHERE APPLICABLE)

My company is sponsoring me for this course, please issue the tax invoice to my company. 本公司将赞助以上雇员参与此课程, 请将发票寄至本公司。

Company Name 雇主: \_\_\_\_\_

Billing Address 寄付账单地址: \_\_\_\_\_ Postal Code 邮编: \_\_\_\_\_

Approving Officer / Contact Person 负责人 / 联络人: \_\_\_\_\_ Name 姓名: \_\_\_\_\_

Phone 电话: \_\_\_\_\_ Position 职衔: \_\_\_\_\_

Fax 传真: \_\_\_\_\_ Department 部门: \_\_\_\_\_

E-mail 电邮: \_\_\_\_\_ Company Stamp 公司印章

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華總商會管理學院收集, 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。

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件。

Signature of applicant: 报名者签名: \_\_\_\_\_ Date: 日期: \_\_\_\_\_

# TERMS AND CONDITIONS 条例 (REVISED ON 14 MAR 2017)

Terms and conditions apply to participants of Language Courses (excluding Diploma courses, customized In-Company Programmes and seminars) conducted by the Language Studies Centre.

## Application

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

### City Campus

111 North Bridge Road, #06-05/06,  
Peninsula Plaza, Singapore 179098

### TA Hub

9 Jurong Town Hall Road, #04-10,  
Trade Association Hub,  
Jurong Town Hall, Singapore 609431

Tel : (65) 63341080  
Fax : (65) 63371165  
Email : enquiry@scciob.edu.sg

An application **MUST** be accompanied with a duly completed application form and a non-refundable registration fees. (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 our programmes.

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

## Course Enrolment - Prerequisites And Requirements

For the pre-requisites 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) of:

- Tuition Fee

### Non-Tuition fees comprise(s) of:

- Registration fee
- Laboratory fees
- Late Fee penalty
- Deferment / Transfer fee
- Material fee
- Textbook fee
- Examination Fee (Internal) (if any) etc.

## Course Commencement

Commencement date refers to the date a programme is scheduled by SCCIOB to commence. For the exact date of commencement, please refer to our programme brochures or check with our staff on duty.

## Our Classes

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

Any fee-paying student, whether local or international, must pay his/her fees as laid out in the Student Contract and by the date(s) stipulated / advised.

The following fees are NON-REFUNDABLE:

- Registration 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;
- All other fees not set out in clause 2 of the Institute's Refund Policy.

## REFUNDABLE FEES (Conditions Apply)

### Tuition Fees

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.

### Non-Tuition Fees

Examination fees (internal) (if any) paid before, at or after commencement of the course are refundable subject to the following: -

100% refund of examination fees (internal) if the applicant has not yet enrolled in the particular module for which the examination is required.

0% refund of examination fees (internal) if the applicant has already enrolled in the particular module for which the examination is required.

### 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 institute's management. 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

An Extension is defined as an extension in course duration after course commencement supported by valid reason(s) as approved by the institute's management. 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 Feedback@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.

## 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。

| OFFICIAL USE 学院备注 |  |             |
|-------------------|--|-------------|
| Amount:           | \$   | Receipt No: |
| App Fee:          | \$   | Receipt No: |
| Partial Payment:  | \$   | Receipt No: |
| Course Code:      | Remarks:<br>Enrolment Form signed and T&C explained<br>Student Contact signed (if applicable) (>50hours) |             |

INFORMATION PROVIDED ARE CORRECT UNTIL AMENDMENT