

AVANTA ACADEMY PTE LTD

CPE Reg. No.: 201229599Z Period of Registration: 21 December 2020 to 20 Dec 2024
WSQ APPROVED TRAINING ORGANISATION – PRIVATE EDUCATION INSTITUTE



COMPANY-SPONSORED COURSE REGISTRATION FORM

PART A	COURSE INFORMATION	
Course Title	: _____	Application for SDF Funding:
Course Dates	: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART B	APPLICANT'S DETAILS (Please complete <u>ALL</u> fields, mandatory for TP Gateway enrollment)	
Name (as in NRIC)	: _____	Gender : <input type="checkbox"/> M <input type="checkbox"/> F
NRIC / FIN	: _____	Nationality : _____
Date of Birth	: _____	Race : _____
Email Address:	: _____	Mobile No. : _____
Is your Company an SME?	: <input type="checkbox"/> Yes <input type="checkbox"/> No (SME - Small & Medium Enterprise, (i) at least 30% local shareholding; AND (ii) Group annual sales turnover ≥\$100 million OR Group employment ≤ 200 staff)	

PART C	COMPANY'S DETAILS (Please complete <u>ALL</u> fields)	
By completing Part C, we declare there is employer-employee relationship and CPF contribution for employer-sponsored trainees. Should grant disbursement be rejected due to wrong company/UEN provided to Avanta, we shall be liable to pay the full course fees without grant.		
Company Name	: _____	RCB No. : _____
Company Address	: _____	
Contact Person	: _____	Designation : _____
Email	: _____	Contact No. : _____

PART D	DECLARATION (Please complete <u>ALL</u> fields)	
<ul style="list-style-type: none"> ▪ PAYMENT TERMS: Please ensure payment for SDF invoices are made quickly as "fee collection status" must be updated promptly in SSG TPGateway portal. In case of any grant rejection reflected in the portal, the company shall be liable to pay the balance full course fees without grant. ▪ For courses with course run start date on or after 1 November 2020, your employee's enrolment, attendance and assessment records will be submitted by Avanta in TP Gateway for training grant application (SDF Funding) and Absentee Payroll (AP) funding. Thereafter, you will receive an email notification to log into Enterprise Portal for Jobs & Skills (EPJS) to declare necessary information for AP funding for eligible employees. ▪ Please note that Avanta Academy will be not be held responsible for any reminders, delayed/rejected AP funding due to late payment/declaration, PayNow not set up etc., as AP funding is now solely administered by SSG via the EPJS system which the training partners (Avanta Academy) have no access to or knowledge of. 		
<ul style="list-style-type: none"> • Is the company seeking Skills Development Fund (SDF) for the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No • Is the applicant eligible for the Skills Development Fund (SDF)? <input type="checkbox"/> Yes <input type="checkbox"/> No • The company is to ensure that Corporate PayNow is set up in EPJS to receive AP funding for eligible employees. • The company is aware that they have to log into EPJS declare necessary information for AP funding for eligible employees. <input type="checkbox"/> Yes <input type="checkbox"/> No • The company is aware that that the unsubsidized portion (nett fee) of the Funded Course fees will be borne by the Company (Employer) to be eligible for the funding. <input type="checkbox"/> Yes <input type="checkbox"/> No • The company is aware registration is only confirmed upon full payment of the course fees before the commencement of the course. Avanta reserves the right to decline the applicant from attending the class at its sole discretion. <input type="checkbox"/> Yes <input type="checkbox"/> No 		
Declaration		
1. I give consent to the Avanta Academy (Avanta), and/or SkillsFuture Singapore (SSG) or its appointed agent to contact		

me for the purpose of sending course/upskilling information and obtaining feedback on the effectiveness of training and its application to the workplace, including details of my employment.

2. We declare that all the information and particulars provided in this form are true, complete and accurate and that we have not withheld or distorted any information or particulars required under this form, and acknowledged and accepted the terms and conditions stated here in this registration form. We understand that if any information or particulars provided by us is false, distorted or misleading in any way, Avanta reserves the right to remove the applicant from the course without refund of the course fees paid.
3. We agree to comply and abide by the decision of Avanta concerning this application.
4. We declare that we have read and understood the applicable Terms and Conditions for the "Course Registration and Procedures" stated below, and agree to be bound by them.

X

Name / Signature of Applicant

Date

X

Name / Signature of Authorised
Company Personnel

Date / Company Stamp

COURSE REGISTRATION AND PROCEDURES

Below refund policies are made available to trainees via Avanta's website, online registration forms and hard/soft copy registration forms.

- **Course registration shall be applied at least 3 days in advance. Registration is based on a first-come-first-served basis. To confirm the registration, payment of the course fees must be made before the commencement date. Avanta Academy Pte Ltd (Avanta) reserves the right to decline a trainee from attending the class at its sole discretion.**
- WSQ SOA certificate shall be issued within 1 month from the course completion date. No certificate/card will be issued unless full payment is received by Avanta before the course ends. An email notification will be sent once the certificate/card is ready for collection. Uncollected certificate within 3 months from the date of email notification will be destroyed. An administrative charge apply to re-printing of replacement certificate/card at \$20/-. (Police report is required for lost certificate/card case.)
- Trainee is reminded to attend class punctually. Full course fees will still be imposed if the trainee does not attend the class without prior notice.
- If trainee is found cheating, trainee will be barred from the examination/assessment. Avanta reserves the right to take necessary actions.
- Notice of replacement or withdrawal must be made in writing to Avanta subjected to the following:
 1. No *administrative charge if notice of replacement reaches Avanta at least 3 working days before the course commencement date. Replacement of trainee is allowed only once.
 2. No refund of course fees if notice of withdrawal reaches Avanta 5 working days or less before the course commencement date.
- All requests are subjected to the discretion and approval of Avanta.
- Reschedule or change of course is allowed once only and is subjected to the availability of the course. An administrative charge of \$25.00 is applicable if the request is made 2 working days or less before the course commencement date.
- **Reschedule of assessment date is subjected to the availability of the assessor and an administrative charge.**
- Avanta reserves the rights to cancel the course or change the course dates. Refund of full course fees is applicable if the class is cancelled by Avanta.

By submitting this form, you hereby agree to Avanta's privacy policies.

FOR OFFICIAL USE

Supporting Documents : Copy of NRIC/FIN Copy of highest qualification Copy of WTS document(s)

Payment Collected : No
 Yes **Date:** _____ **Mode:** Cash / NETS / Cheque _____

Course Confirmation : No
 Yes **Date:** _____ **Mode:** Email / Self Collect

Verified by (Staff Name) : _____ **Signature:** _____ **Date:** _____

Referred by (Staff Name) : _____ **Signature:** _____ **Date:** _____