

AVANTA ACADEMY PTE LTD

CPE Reg. No.: 201229599Z Period of Registration: 21 December 2016 to 20 March 2021
WSQ APPROVED TRAINING ORGANISATION – PRIVATE EDUCATION INSTITUTE



SELF-SPONSORED COURSE REGISTRATION FORM

PART A		COURSE INFORMATION	
Course Title	:	_____	SkillsFuture Credit Eligibility :
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 No	:	_____	Nationality : _____
Date of Birth	:	_____	Mobile No. : _____
Email Address	:	_____	Race : _____

PART C		APPLICANT'S DECLARATION (Please complete <u>ALL</u> fields)	
<input type="checkbox"/>	Am I eligible for the Skills Development Fund (SDF) for this course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Am I seeking for the Skills Development Fund (SDF) for this course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Am I using my SkillsFuture Credit to pay for this approved course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	I am aware that my registration is only confirmed upon full payment of the course fees before the commencement of the course. Avanta reserves the right to decline me from attending the class at its sole discretion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Declaration

- 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.
- I agree that should I fail to meet the 75% attendance requirement and / or fail to sit for all required assessments and / or fail to pass all required assessments, **I will be liable for the total course fee without SDF funding.**
- SkillsFuture Credit:** I am fully aware that if I am paying fees using the Skillsfuture Credit, I am to submit the claim in the SkillsFuture Portal to Avanta at least **3 working days** before the course commencement date. If the claim application is not approved on the first day of the course, I am to pay Avanta the full course fee in cash and later disburse the claim to myself. Otherwise, Avanta reserves the right to remove me from the course. I am also aware that any cancellation of the SkillsFuture Credit claims used for the application will be deem as withdrawal from the course, and the training place will be released to other applicants.
- I declare that I am aware that the funding including the SkillsFuture Credit claim is subjected to approval by SSG.
- I declare that all the information and particulars provided in this form and the attached sheets are true, complete and accurate and that I have not withheld or distorted any information or particulars required under this form, and acknowledged and accepted the terms and conditions stated here and in the overleaf.
- I agree to comply and abide by the decision of Avanta concerning this application.
- I declare that I have read and understood the applicable Terms and Conditions for the "Course Registration and Procedures" stated overleaf, and agree to be bound by them.

Signature of Applicant

X

Date: _____

PART D**SKILLSFUTURE CREDIT PAYMENT**

I will be using \$ _____ from my SkillsFuture Credit account. I agree to abide by the terms and conditions stipulated in this registration form.

I have attached a screenshot showing my SkillsFuture Credit account summary taken and dated on: _____

Signature of Applicant

X

Date: _____

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 S\$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. **Applicants who have submitted SkillsFuture Credit claim are required to cancel their claim submission in the SkillsFuture Portal for the cancelled course.**

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)
 Copy of SkillsFuture Credit Account Summary Screenshot

Payment Collected : No Via SkillsFuture Credit (All terms and conditions apply.)
 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:** _____