

ADMINISTRATIVE DETAILS

Registration of participants for courses can be made by using the Enrolment Form. Completed forms are to be sent to ELITC as instructed below. Our general terms of reference for accepting registrations are also given below.

By Mail

Complete the enrolment form and mail it together with your payment to:

ELECTRONICS INDUSTRIES TRAINING CENTRE
Blk 5000, Ang Mo Kio Ave 5
#02-08 TECHplace II
Singapore 569870

By Phone / Fax / Email

Reservations can be made by phone or fax. They will only be confirmed upon receipt of enrolment form and payment.

By Tel : 6483 2535

By Fax: 6483 1700

By Email: elitic@singnet.com.sg

By Web

Reservations can be made on-line at www.elitic.com. Registration will be confirmed upon receipt of payment.

Payment

We accept payment by cash, cheque, Nets or cash card.

Confirmation of Registrations

Confirmation of training places will be given upon receipt of Non-Refundable Registration Fee of \$20 per head, GST inclusive. Full course fee must be paid before the class commences.

Changes

Changes in course dates, times, course leaders and fees can occur due to unforeseen circumstances. ELITC reserves the right to cancel a course due to unforeseen circumstances. However, every effort will be made to inform participants of the change.

Withdrawal & Refunds

If notice of withdrawal is given in writing at least two weeks before commencement of the course, a 100% refund of the course fee will be made; if

less than two weeks before commencement of the course, a 50% refund will be made; but

there will be no refund if notice of withdrawal is given after commencement of the course.

Fees will be refunded in FULL if a course is cancelled by ELITC due to unforeseen circumstances.

SDF Grant

Employers will need to apply via the SkillsConnect system to obtain training assistance for course fees. All claims must be submitted no later than three (3) months from the course end date.