



Electronics Industries Training Centre

Blk 5000 Ang Mo Kio Ave 5 #02-08 TECHplace II Singapore 569870

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ENROLMENT FORM

Please complete all applicable items and tick the relevant boxes.

Course Enrolled For		Course Language Mode	
Course Title: _____ _____		<input type="checkbox"/> English	<input type="checkbox"/> Mandarin
Personal Particulars			
Name (as in NRIC/Work Permit): ★		NRIC/FIN No.: ★	
Nationality: <input type="checkbox"/> Singaporean/PR <input type="checkbox"/> Others (please specify): _____		Date of Birth (DDMMYYYY):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Race:	
Mailing Address (Singapore Address <u>ONLY</u>):		Email Address:	
Contact Number (Singapore Number <u>ONLY</u>): Home: _____ Mobile: _____ Office: _____			
Entry Requirements			
Highest Qualification Attained: <input type="checkbox"/> PSLE and below <input type="checkbox"/> GCE 'O' Level or equivalent <input type="checkbox"/> Degree and above <input type="checkbox"/> Lower Sec <input type="checkbox"/> GCE 'A' Level or equivalent <input type="checkbox"/> Others (please specify): _____ <input type="checkbox"/> GCE 'N' Level or equivalent <input type="checkbox"/> Diploma			
Colour Deficiency (for applicable courses only): Do you have colour-blindness? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company Details			
Company Name: ★		Designation of Applicant:	
Sponsorship: <input type="checkbox"/> Company sponsored <input type="checkbox"/> Self-sponsored			
Salary Range			
<input type="checkbox"/> Unemployed	<input type="checkbox"/> \$1,000 to \$1,499	<input type="checkbox"/> \$2,000 to \$2,499	<input type="checkbox"/> \$3,000 to \$3,499
<input type="checkbox"/> Below \$1,000	<input type="checkbox"/> \$1,500 to \$1,999	<input type="checkbox"/> \$2,500 to \$2,999	<input type="checkbox"/> \$3,500 & above
Declaration by Applicant			
I hereby declare that I have read, understood and shall abide by the Important Notes, ELITC's Refund Policy, and Privacy Statement as stated overleaf. I hereby declare that the above information provided by me in this form are true and accurate.			
_____ Signature		_____ Date	
FOR OFFICIAL USE ONLY			
Course Start Date: _____		Receipt / Invoice No.: _____	
Course Run No.: _____		Amount Received: _____	
Verifying Officer: _____ Name / Signature / Date		Receipt Issued by: _____ Name / Signature / Date	
Verifying Officer has verified the accuracy of the information marked with ★ against relevant document provided by applicant			Remarks:

Important Notes

1. Applicant must meet entry requirements.
2. Submit with this enrolment form, a copy of NRIC / work permit / passport.
3. Upon submission of registration form, registration fee will be charged as follows:
 - S\$320.00 (for Pearson BTEC Level 5); S\$150 (for Pearson BTEC Level 4)
 - S\$20.00 (for all courses except BTEC courses)Registration fee is inclusive of prevailing GST and strictly non-refundable.
4. ELITC reserves the right to cancel or change its course schedule.

Refund Policy and Procedures

Refund for Withdrawal Due to Non-Delivery of Course

ELITC will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of PEI-Student Contract within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

Refund for Withdrawal Due to Other Reasons

If the student withdraws from the course for any reason other than those stated in **Refund for Withdrawal Due to Non-Delivery of Course**, ELITC shall, as soon as practicable after receiving the student's withdrawal form (and in any event no more than seven (7) working days after receiving such notice) refund to the student the following sums and an amount based on the table below less non-refundable registration fee:

% of [the aggregate amount of the fees paid under Course Fees and Miscellaneous Fees]	If Student's written notice of withdrawal is received
100% refund of Total Course Fees	("Maximum Refund") More than [14] days before the Course Commencement Date
50% refund of Total Course Fees	Before, but not more than [14] days before the Course Commencement Date.
No refund	On or after the Course Commencement Date

Refund During Cooling-Off Period

ELITC will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in the table in **Refund for Withdrawal Due to Other Reasons**) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

A copy of the Refund Policy is available upon request at our reception counter. You may also visit <http://www.elitc.com/services-student.html> for full details of our Refund Policy.

Privacy Statement

ELITC is committed to maintaining the confidentiality of every applicant's personal information and undertakes not to use or disclose any personal information provided in this form (except for the purpose of course registration) to any third party without the prior written consent of the applicant, unless required or authorised under the PDPA or any other written law.