

Corporate Sign-Up Form (Individual and Group)



Section 1 Course Information

Course Title	
Duration	
Fees	
TrainingDates (*)	

Section 2 Applicant Company Information

Company Name	
Company Address	
Name of Representative	
Designation	
Email	
Contact No.	

Section 3 We appreciate your answers to the following questions.

What motivates you to send your staff for this course?	
How relevant is this course for participating staff?	
Do any of your employees require special assistance (e.g. wheelchair-bound, etc)?	Underline: Yes No If Yes, please specify below:

Section 4 Terms & Conditions

1. Corporate sign-up forms that are incomplete will be rejected. Please ensure that all fields have been filled
2. Personal Data Protection Act (PDPA)
 - a. All personal information collected is confidential and solely for administrative purposes (e.g registration, funding, etc)
3. Other information collected from the company (except NRIC number) may be used/disclosed to third parties where necessary for the following purposes:
 - a. facilitating compliance with any law, customs and regulations which may be applicable
 - b. marketing or offering of other services provided by RSI which may be of relevance or interest to the applicant, and
 - c. any other reason that is responsible in connection with the above
- 4 (*). Course dates are correct at the time of print. RSI reserves the right to cancel or make any change to the training dates, as deemed necessary with prior notice given to the company.
5. Should the company wish to defer their staff from the course, the company's written notice and valid supporting document(s) must be received by RSI via email (training@rsi.edu.sg) at least 3 working days before course start date. RSI will consider the grounds of your request on a case-to-case basis and communicate the outcome to you in writing. No request shall be assumed as auto approved

6. Should any staff wish to withdraw from the course, the company's written notice and valid supporting document(s) must be received by RSI via email (training@rsi.edu.sg). The following applies:

If your written notice of withdrawal is received	Refund
More than 3 working days ¹ before course start date	Yes
Within or less than 3 working days ¹ before course start date, on the day of course or after course start date	No, Clause 7 below applies

¹Working days – do not include Saturdays & Sundays

7. There will be no refund in the event of a 'no-show' by the staff of company on the first day of the course.

8. The company will be charged the full course fee should relevant funding application(s) if any be unsuccessful

9. RSI reserves the right to remove the staff of company or any trainee from the course based on valid reason(s) where deemed fit

Section 5 Declaration

We declare that the names stated in Section 6 of the form are staff of our company and are sponsored for training at the time of course application. All information provided is true and correct and to the best of our knowledge. We have read and agreed to the Terms and Conditions as stated in Section 6.

Company Seal, Signature & Date

Section 6 Staff/Learners Information

S/N	Name	NRIC (Last 3 numbers and letter only)	Designation	Nationality SC – Singaporean PR – Permanent Resident	Email	Contact No.	Relevance of the training to the learners A – Raise employment B – Job development C – Job upgrading	Is learner currently a staff member nominated by the applicant company?
1								
2								
3								
4								
5								