



RAFFLES SKILLS LAB INTERNATIONAL TRAINING CENTRE (RSI)

Tel: 63925072 Email: training@rsi.edu.sg

PAYMENT INFORMATION - FOR OFFICIAL USE		Full Course Fee	SAO Name	Sales Consultant Name
		\$		
Payment Mode	Payment 1	Payment 2	Payment 3	Payment 4
For self-sponsored: Via Paynow / IBT* (delete accordingly)	Amount Received: Date:	Amount Received: Date:	Amount Received: Date:	Amount Received: Date:
For company-sponsored: Via Company Cheque / Paynow / IBT* (delete accordingly)	Reference no.:	Reference no.:	Reference no.:	Reference no.:

Interbank Transfer*

Please ensure that you have the following documents submitted together with this form (tick accordingly):

- Copy of NRIC (front and back)
- Highest qualifying **certificate and transcript**
- Proof of English Proficiency: eg, GCE 'O' level Certificate, IELTS
- Copy of Resume/CV (applicable to mature candidate)

(Important: If you have lost your certificate or transcript, please retrieve from the issuing institution, and submit to us before the start of your course)

Others/Remarks: _____

COURSE ENROLMENT

(Important: All fields are MANDATORY, unless otherwise specified)

Course Title

- Diploma in Business (Majoring in Entrepreneurship)
- Diploma in Business (Majoring in Management)
- Advanced Certificate in Business

Course Start Date: _____

Course End Date: _____

SECTION 1 – APPLICANT'S PARTICULARS

***Delete accordingly**

NRIC

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 Singaporean/PR*, Nationality: _____

Name (in **BLOCK LETTERS** as in NRIC): _____

Date of Birth: _____ DD/ _____ MM/ _____ YYYY Gender: Male/ Female* Race (as in NRIC), please specify: _____

Home Address: _____ Postal Code: _____

Home No.: _____ Mobile No.: _____

Email: _____

(Important: You are advised to provide an active email account to ensure you are able to receive your e-Cert notifications and mandatory surveys)

In case of emergency, please contact: _____ (Name) _____ (Relationship to applicant) Mobile No.: _____

Education Level (tick accordingly):

- O level or equivalent
 A level or equivalent
 NITEC or Post NITEC
 Higher NITEC
 Master NITEC
 Polytechnic Diploma
 Professional Qualification & Other Diploma
 University First Degree
 University Post-Graduate Diploma & Degree
 Others (not listed above, approved appeal case, etc): _____

Designation/Post: _____ Company Name: _____

Monthly salary: \$ _____

What motivated you to attend the course? What do you want to achieve from it? _____

Do you need any special assistance (wheelchair-bound, etc)? (If Yes, please specify: _____)

SECTION 2 – COMPANY’S COMPLETION (FOR COMPANY-SPONSORED APPLICANTS)

Name of Company: _____ Contact No.: _____

Company Address: _____ Postal Code: _____

We certify that the above information is true and correct to the best of our knowledge. We are sponsoring the applicant for the course applied. We agree to adhere to all terms and conditions stated herein. We enclose here with our company cheque for course fee payment.

Name (Authorized Company Representative): _____ Designation: _____

Email (Authorized Company Representative): _____ Office Contact No.: _____

Signature: _____ Date: _____ Company Stamp: _____

Invoicing Address (if different from above): _____ Attention: **Finance Department**

SECTION 3 – TERMS & CONDITIONS

1. Course enrolment forms that are **incomplete** will be **rejected**. Please ensure that all fields have been filled
2. Payment not received within 7 days from the scheduled due date(s) stated in Schedule B of the Student Contract shall be accompanied by a late payment charge as listed in Schedule C of the Student Contract
3. To avoid a 'Discontinued' status in your enrolment, payment of outstanding fees must be made immediately. Your enrolment status and module/course completion will be impacted by your late payment until all outstanding fees are fully paid
4. **Personal Data Protection Act (PDPA)**
 - a. All personal information collected is confidential and solely for administrative purposes (e.g registration, funding, etc)
 - b. Learners are to provide their **physical NRICs** for the purpose of identification and certification. Collection of NRIC number and other personal details is required to maintain accurate, complete and up-to-date records
 - c. In the event that your written responses on this enrolment form appears illegible, we will request to copy your NRIC to avoid misinterpretation that could affect the matters stated in Clause4b. Your records will be kept confidential. None the less, if you do not wish for a copy of your NRIC to be made, please tick below:
 - I do not wish for a copy of my NRIC to be made by RSI**
5. Other information collected from you (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 maybe of relevance or interest to the applicant, and
 - c. Any other reason that is responsible in connection with the above
6. Course dates are correct at the time of print. RSI reserves the right to cancel or make any change to the course dates, as deemed necessary
7. Procedures on course withdrawal, transfer and refund policy can be found in Raffles Skills Lab International Training Centre (RSI) Student Handbook and Student Contract
8. Should you wish to refund of your course fees, you may do so via email at (training@rsi.edu.sg) Ensure that you attach your completed application for refund form to support your request

If your written notice of withdrawal is received	Refund (%)
More than 30 days before the Course Commencement date.	100%
Before, but not more than 30 days before the Programme Commencement date	50%
Before, but not more than 14 days before the Programme Commencement date	25%
Before, but not more than 7 days before the Programme Commencement date	10%
On or after the Programme Commencement date	0%

Working days—do not include Saturdays & Sundays

The above conditions are clearly stated in the Student Contract and via other relevant communication platforms of RSI

9. There is strictly **no refund** allowed **on or after** programme commencement date
10. The policy for attendance-taking and monitoring is fundamental to successful learning. For this reason, we take a serious view of truancy. The minimum module attendance to be attained is 75% for domestic students. Failure to meet the required attendance will result in disciplinary action and/or bar you from sitting for your examinations. For students who are company-sponsored, your employers will be notified of the days you are absent from class
11. The attendance policy and procedures will be communicated to you during Orientation Week and reiterated via email
12. You will receive your timetable prior to course commencement, where all your lesson dates are clearly stated. We will also conduct regular visits to monitor lessons and remind on the importance of your attendance
13. RSI reserves the right to remove you or any trainee from the course based on valid reason(s) where deemed fit
14. Separate charges will be incurred for reissuing of certificates and/or transcripts, parchment, convocation ceremony and other ad-hoc processes
15. There is no exchange of materials purchased with course after course commencement date
16. The payable Course Fees are set out in Schedule B and the optional Miscellaneous Fees in Schedule C of the Student Contract

SECTION 4 – DECLARATION BY APPLICANT

By signing below, I

- a. Declare that all the information given by me in this application is **true and correct**
- b. Understand that any misrepresentation or commission on my part is sufficient grounds for a rejection of my application or a withdrawal of any place that maybe offered and that this withdrawal may take place at any stage during the course I undertake
- c. Authorize any investigation of the above information for the purpose of verification
- d. Understand and accept the terms and conditions in Section 3 above as well as rules and regulations set by RSI
- e. Permit RSI to take photographs and videos of me during the course for RSI's corporate use including social media platforms
- f. I am aware that I am required to read the Student Handbook available on RSI's website, www.rsi.edu.sg, for my information and understanding of RSI' policies and procedures

Signature of Applicant

Date