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| **PART A** | **COURSE INFORMATION** |
| |  |  |  |  | | --- | --- | --- | --- | | **Course Title** | **:** |  | **Application for SDF Funding:**  **:** | | **Course Dates** | **:** |  | Yes  No | | |

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| **PART B** | **APPLICANT’S DETAILS** (Please complete **ALL** fields) |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Name** (as in NRIC) | **:** |  | | | | **Gender** | **:** | M  F | | **NRIC / FIN** | **:** |  | | | | **Nationality** | **:** |  | | **Date of Birth** | **:** |  | **Age** | **:** |  | **Race** | **:** |  | | **Home Address** | **:** |  | | | | | | | | **Home Tel** | **:** |  | **Mobile** | **:** |  | **Office** | **:** |  | | **Email Address** | **:** |  | | | | **Qualification** | **:** |  | | **Employment**  **Status** | **:** | Employed **Years of Working Experience :** | | | | **Designation** | **:** |  | | **Company Name** | **:** | **Salary**  *(If Employed)*  **:**  **:**  $1,000 - $1,499 | | | | | | | | **Salary Range** | **:** | Below $1,000  $1,000 - $1,499  $1,500 - $1,999  $2,000 - $2499  $2,500 - $2,999  $3,000 - $3,499  $3500 and above  Other reasons (please state): | | | | | | | | **Is your Company**  **an SME?** | **:** | Yes  No  (SME - Small & Medium Enterprise, ≤ 200 staff) | | | | **Company**  **Industry** | **:** |  | | **Reasons for Training** | **:** | Relevant to current job  Take on additional duties in current job  Prepare for higher position  Earn higher salary  Prepare for future job  Employer’s recognition  Other reasons (please state):  Others *(please state):* | | | | | | | | |

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| **PART C** | **COMPANY’S DETAILS** (Please complete **ALL** fields) |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Company Name** | **:** |  | **RCB Number** | **:** |  | | **Company Address** | **:** |  | | | | | **Contact Person** | **:** |  | **Designation** | **:** |  | | **Email** | **:** |  | **Contact No.** | **:** |  | | |

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| **PART D** | **DECLARATION** (Please complete **ALL** fields) |
| **Declaration**   * Is the company seeking SDF funding?  Yes  No * Is the applicant eligible for the WTS (Workfare Training Support) scheme?  Yes  No * Is the applicant eligible for the MCES (Mid-Career Enhanced Subsidy) scheme?  Yes  No * **The company is aware that it has to apply for training grant in SkillsConnect for**   **the applicant before the commencement of the course.**  Yes  No   * **The company is aware registration is only confirmed upon full payment of the course**   **fees before the commencement of the course. Avanta reserves the right to decline the**  Yes  No  **applicant from attending the class at its sole discretion.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The following document is required to be submitted for the application of SSG Funding:  Copy of NRIC/FIN **AND**  Latest Payslip; **OR**  Latest Income Tax Notice; **OR**  6 months CPF contribution History Statement  **Declaration**   1. I give consent to the Avanta Global (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. 2. We agree that should the applicant fail to meet the 75% attendance requirement and / or fail to sit for all required assessments and / or fail to pass all required assessments, **we will be liable for the total course fee without SDF funding.** 3. We declare that we are aware that the funding is subjected to approval by SSG. 4. We declare that we have not received course subsidy previously from SSG for this course through any other training provider. 5. We declare that all the information and particulars provided in this form are true, complete and accurate and that we have not withheld or distorted any information or particulars required under this form, and acknowledged and accepted the terms and conditions stated here in this registration form. We understand that if any information or particulars provided by us is false, distorted or misleading in any way, Avanta reserves the right to remove the applicant from the course without refund of the course fees paid. 6. We agree to comply and abide by the decision of Avanta concerning this application. 7. We declare that we have read and understood the applicable Terms and Conditions for the “Course Registration and Procedures” stated below, and agree to be bound by them.  |  |  |  |  | | --- | --- | --- | --- | | **Name / Signature of Applicant** |  | **Date** |  |  |  |  |  |  | | --- | --- | --- | --- | | **Name / Signature of Authorised**  **Company Personnel** |  | **Date / Company Stamp** |  | | |

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| **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 Global Pte Ltd (Avanta) reserves the right to decline a trainee from attending the class at its sole discretion.**
* Certificate/card shall be issued within 1 month from the course completion date. For SSG courses, SOA shall be ready within 3 months from the assessment completion date as per SSG’s T&Cs. 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/card 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. 90% refund of course fees if notice of withdrawal reaches Avanta at least 2 weeks before the course commencement date.
3. 75% refund of course fees if notice of withdrawal reaches Avanta less than 2 weeks but more than 3 working days before the course commencement date.
4. No refund of course fees if notice of withdrawal reaches Avanta 2 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 is applicable if the request is made 2 working days or less before the course commencement date.
* 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.

\*Administrative charge: 10% of the course fees or S$30/- (whichever is higher)

*By submitting this form, you hereby agree to Avanta’s privacy policies. A copy of the privacy statement is available on our website at* [*http://avanta.com.sg/privacy-statement/*](http://avanta.com.sg/privacy-statement/)*.*

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| **FOR OFFICIAL USE** |
| |  |  |  | | --- | --- | --- | | **Supporting Documents** | **:** | Copy of NRIC/FIN  Copy of highest qualification  Copy of WTS document(s) | | **Payment Collected** | **:** | No  Yes **Date:** **Mode:** Cash / NETS / Cheque \_\_\_\_ \_\_ | | **Course Confirmation** | **:** | No  Yes **Date:** **Mode:** Email / Self Collect | | **Verified by**  **(Staff Name)** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** **Date**: \_\_\_\_ \_\_\_\_ | |