
Programme Registration Form

Programme Title: **How**

How Did You Learn About This Programme:

A. Participant's Particulars

Salutation*: Dr Mr Ms Name (as in NRIC):

NRIC/FIN/Passport No.:

Date of Birth (dd/mm/yyyy):

Gender*: Male Female Citizenship*: Singaporean PR Int'l Country of Origin:

(if not Singaporean)

Email:

Contact No.:

NUS Alumnus*: Yes No Highest Education Attained:

Address:

Mailing Address (if different from above):

Employment Status*: Employed Self-Employed Unemployed Company:

Job Title: Monthly Salary: Sponsorship*: Company Sponsored Self-sponsored

B. Company Information

- If you are a self-sponsored participant, please ignore this section
- if billing information is different from this section, please provide billing information in section (C)

Company Name (as in ACRA):

Contact Person's Name:

Email:

Job Title & Department:

Contact No.:

Company Address:

Government Business Unit (if any):

No. of Employees:

SME*: Yes No

C. Billing Information

Applicable **ONLY** if information is different from section (A)

Billing Company Name (as in ACRA):

Contact Person's Name:

Email:

Job Title & Department:

Contact No.:

Company Address:

D. Declaration

I declare that the information provided in this registration form is true and accurate. I have read and understood the Terms and Conditions attached herein.

Signature

Date

* Please click on the checkbox where applicable.

Terms and Conditions

1. Registration

- 1.1. Acceptance of the registration is subject to availability of seats for the programme run.
- 1.2. An email confirming the programme run will be issued two (2) weeks before the programme start date.
- 1.3. The personal data collected will be used for the purposes of managing and administering the programme, examination and certification and may be disclosed to NUS SCALE's partners and service providers, certification awarding bodies, examination agencies and funding agencies. The registered participant's consent of the above is required for the attendance of the programme.

2. Payment

- 2.1. The registered participant is deemed to have accepted the terms and conditions herein upon payment of the programme fees.
- 2.2. All payments have to be received by NUS SCALE by the payment due date. Where applicable, the seat confirmation is only issued when the payment is received by NUS SCALE before the programme commencement.
- 2.3. All payments are to be made in Singapore dollars. Payment can be made via:
 - Credit card
 - NETS
 - GIRO/Telegraphic transfer
 - Cheque

Cheques must be crossed and made payable to "**National University of Singapore**". State clearly your name and programme title in full at the back of the cheque and mail to:

National University of Singapore
School of Continuing and Lifelong Education (SCALE)
Attention: Executive Development Programme Manager

University Town, Education Resource Centre
8 College Avenue West, #02-16
Singapore 138608

3. Programmes with SkillsFuture Singapore ("SSG") Training Grants for Singapore Citizen/Permanent Resident Participants

- 3.1. The sponsoring organisation shall register with SSG at www.skillsconnect.gov.sg for the programme fee grant and absentee payroll claims before the commencement of the programme.
- 3.2. A Singapore Citizen/permanent resident participant shall not be eligible for the programme fee grant or absentee payroll claim if he/she:

- (a) is repeating a programme; or
- (b) has already attended a similar non-WSQ programme; or

(c) has already obtained Statement of Attainment for the same competency units in another WSQ programme.

3.3. In the event that SSG withdraws the approval for NUS SCALE to conduct the programme, the sponsoring organisation or eligible participant, shall upon demand by SSG and/or NUS SCALE, be jointly and severally liable to refund and payback to SSG and/or NUS SCALE, all programme fee grants and absentee payroll claim which have been disbursed.

3.4. The Singapore Citizen/permanent resident participant who has received the training grant shall be liable to payback the SSG grant plus the prevailing Goods & Services Tax ("GST") to NUS SCALE under any of the following circumstances:

- Failure to fulfil a minimum attendance of 75% for the programme
- Premature withdrawal from the programme
- Failure to complete all prescribed coursework, examinations and/or assessments for the programme

4. Changes and Modifications

4.1. The programme schedule, content, fees and availability are subject to change.

4.2. In the event of any changes as stated in Clause 4.1, the registered participant may exercise one of the following options:

(a) Enrol in the same programme with the new schedule. If there is a change in the programme fee for the said programme, the registered participant shall pay the difference between the old fee and the new fee.

(b) Enrol in another programme offered by NUS SCALE. If the fee of the replacement programme is higher than what was paid, the registered participant shall pay the difference between the fees. If the fee of the replacement programme is less than what was paid, NUS SCALE will refund the difference to the registered participant.

(c) Withdraw from the programme. NUS SCALE will refund the fee if the registered participant had already paid the fee.

5. Substitution

5.1. The registered participant may invite another person, or another person within the same organisation, to substitute his/her place in the programme. All requests to transfer a registration must be received in writing at scale.execed@nus.edu.sg no later than five (5) working days prior to the programme.

6. Cancellation, Withdrawal and Refund

- 6.1. NUS SCALE reserves the right to cancel any programme at its absolute discretion without assigning any reasons for the cancellation. In the event that the registered participant's programme is cancelled prior to its commencement, NUS SCALE will refund the full programme, examination and other applicable fees already paid by the registered participant.
- 6.2. Any request to withdraw from a confirmed programme must be received in writing. The refund policy for a withdrawal is as follows:
- Fifteen (15) working days or more before programme commencement - 100% refund of all programme and/or examination fees paid (if any) excluding application fee.
 - Between seven (7) to fourteen (14) working days before programme commencement - 75% refund of all programme and/or examination fees paid (if any) excluding application fee.
 - Between one (1) to six (6) working days before programme commencement - No refund of all programme and/or examination fees and application fee paid (if any).
 - "No-show" on first day of programme or after programme commencement - No refund of all programme and/or examination fees and application fee paid (if any).
 - When access is granted for online programmes - No refund of all programme and/or examination fees and application fee paid (if any).

7. Reschedule or Cancel Examination Registration

- 7.1. Notice of any rescheduling or cancellation of an examination registration (for examinations conducted by NUS SCALE) must be received at least seven (7) working days prior to the examination date. The registered participant can defer taking the examination to a later date within the duration of the programme.
- 7.2. Any reschedule or cancellation of an examination registration is subject to an administration fee, as follows, which will be charged by NUS SCALE:
- Reschedule registered examination date - \$50
 - Cancel examination registration - \$100
- 7.3. Cancelling or rescheduling an examination registration less than seven (7) working days without notification is subject to a forfeit of the examination fee. The examination fee is also forfeited for a no-show on the examination day.
- 7.4. If valid reasons are provided, no administration fee will be imposed. The sponsoring organisation must provide a written request to NUS SCALE with supporting documents at least seven (7) working days before the examination date. Valid reasons include:
- Death or illness of immediate family members
 - Military deployment (in-camp training)
 - Hospitalisation
 - Official overseas business trips
- 7.5. A cancellation request received with less than seven (7) working days' notice and "no-show" will not be granted a deferment to a later date.
- 7.6. For medical emergencies, submission of the appropriate medical advice must be made within seven (7) days after the "no-show" on the examination date.

8. Loss and Damage

- 8.1. NUS SCALE does not accept responsibility and expressly excludes liability for any loss or damage to the registered participant's property that occurs whilst the participant is on the programme. The participant is fully responsible for his or her personal belongings and shall take particular care not to leave personal belongings unattended.

9. Certificates

- 9.1. The NUS SCALE Certificate of Completion will be issued to participants who have successfully fulfilled the programme requirements.
- 9.2. A request for reprint of certificates can only be submitted once. Charges apply and are as follows:

Reprint of NUS SCALE Certificate of Completion	S\$10 per certificate
Administrative Fees (includes handling + local registered mail)	S\$10
Courier charges if required	S\$50

Above charges are subject to prevailing GST.

10. Confidentiality and Intellectual Property

- 10.1. The registered participant shall not disclose all confidential information that he/she acquires during the programme.
- 10.2. The sponsoring organisation and/or registered participant shall observe all the legal requirements of copyright for all materials issued by NUS SCALE.

11. Disclaimer

- 11.1. NUS SCALE or its employees shall not be liable to any registered participant or third party for any personal injuries or any damages whatsoever (including, without limitation, direct, indirect, incidental, consequential, special, exemplary or lost profits) resulting from the registered participant's application for or participation in any programme conducted by NUS SCALE.
- 11.2. The registered participant agrees to defend, indemnify, and hold harmless NUS SCALE, its subsidiaries, officers, directors, employees, agents, affiliates and partners from and against any claim, demand or legal proceeding, including legal expenses, made by any third party or arising from or out of the registered participant's breach of the terms and conditions herein.

12. Governing Law and Jurisdiction

- 12.1. These terms and conditions are governed by the laws of the Republic of Singapore. Any and all disputes, controversies, or differences which may arise between NUS SCALE and the sponsoring organisation/registered participant, out of or in relation to or in connection with this programme, or for the breach thereof, shall be finally settled in arbitration by one arbitrator and be conducted in English language in accordance with the Arbitration Rules of Singapore International Arbitration Centre for the time being in force which rules are deemed incorporated by reference into this clause.

Personal Data Consent

A. Collection, Use & Disclosure of Personal Data

At the National University of Singapore School of Continuing and Lifelong Education (“NUS SCALE”), your personal data will be used for the purposes of managing and administering your programme, examination and certification.

Your personal data will include your (a) Legal Name (b) NRIC/FIN/Passport Number (c) Nationality (d) Date of Birth (e) Highest Education Attained (f) Job Title (g) Company Name (h) Salary (i) Contact Numbers and (j) Email Address.

They may be disclosed to relevant organisations that necessarily require your personal data, such as NUS SCALE’s programme partners and third party service providers, certification awarding bodies, examination agencies and funding public agencies.

Your personal data will be retained by NUS SCALE for verification requests from your employer and/or funding public agencies, until such time the purpose for your personal data and any other legal or business purpose are no longer served by the retention of such personal data.

B. Recording, Use and Diffusion of Image

NUS SCALE and authorised personnel for and on behalf of NUS SCALE may take photographs and videos during the programme run. NUS SCALE, NUS SCALE’s programme partners and third party service providers, certification awarding bodies, examination agencies and funding public agencies may use photographs and videos which contain your image in whole or in part for marketing and publicity purposes in any form (print, electronic and social media) at any date and time.

You shall irrevocably waive all rights to the use of your image and will neither sue nor lay claim in any proceeding against the said parties for the above described use of your image

By signing below, I declare that I understand and agree:

For NUS SCALE to:

(A) collect, use and disclose my personal data for the purposes as described above.

(B) record, use and diffuse my image for the purposes as described above.

Name (as in NRIC):

NRIC/FIN/Passport No :

Signature:

Date (dd/mm/yyyy):

NOTE: Please email the completed form and a copy of your NRIC/FIN to scale.execed@nus.edu.sg