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| **PART A: COURSE INFORMATION** |
| **Course Title / Language:** |       |
| **Course Start & End Date:** |       | **to** |       | **Batch ID** (For official use)**:** |       |

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| **PART B: APPLICANT DETAILS** |
|  **Name (as in NRIC):** |       |  **Gender:** | [ ]  Male [ ]  Female  |
| ***#* ID Type:** | [ ]  NRIC [ ]  Passport [ ]  S-Pass [ ]  Dependent’s Pass  | ***#* Nationality:** |       |
|  | [ ]  PR [ ]  Work Permit [ ]  Employment Pass | ***#* Race:** |       |
| ***#* ID Number:** |       | ***#* Date of Birth:** |       |
| ***#* Mailing Address:** |       |
|  |       |
|  **Contact Details:** | (O) |       | (H) |       | ***\**** (HP) |       |
| ***###*Email Address:** |       |  *Required for course related notification* |
| ***#* Highest Qualification:** |       |
| ***#* Employment Status:**  | [ ]  Employed (If employed, please state) | **Company:** |       |
|  | [ ]  Unemployed | **Designation:** |       |
| ***##*If Employed, please**  **state monthly salary:** | [ ]  Below $1000 [ ]  $1000 - $1499 [ ]  $1500 - $2000 [ ]  $2000 and above  |
| **Note:** # Required for funded or CPE registered course ## Required for SSG funding requirement ### Required for SSG funded courses  |

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| **PART C: OTHER DETAILS (PLEASE TICK ACCORDINGLY)** |
| 1. Are you applying for funding? | [ ]  Yes [ ]  No | If yes, please state: |       |
| 2. Have you been given funding before for the course you are applying for?  | [ ]  Yes [ ]  No | If yes, please state: |       |
| 3. Would you like to receive marketing and promotional materials from us and our affiliates or related entities? | [ ]  Yes [ ]  No |
| If Yes, please select (one or more) your preferred mode of contact: | [ ]  Email [ ]  SMS [ ]  Voice call |

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| **PART D: DECLARATION** |

I affirm that all information given in this registration form is true and accurate, and I have not deliberately omitted any relevant fact. I understand any false or misleading declaration shall make me liable for disqualification, or if already admitted, for expulsion from the course without any refund of fees paid. I have read and affirmed the Terms and Conditions (Refer to overleaf).

I agree to comply and abide by the decision of NTUC LearningHub Pte Ltd concerning this application.

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| **Signature of Applicant:** |  | **Name of Sales Officer (If applicable):** |
|       |  |       |
| **Date:**       |  |  |

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| **FOR OFFICIAL USE ONLY** |
| **Payment in:** | Cash / NETS / Cheque / Credit Card / SkillsFuture Credit |  |  |
| **Bank / Cheque No:** |       | **Receipt No:** |       |
| **Course Fee:** |       | **Date:** |       |
| **Received By:** |       |  |  |

 For more information, please refer to our website at [www.ntuclearninghub.com](http://www.ntuclearninghub.com)

* The personal information collected on this form is for the use of course registration, account servicing of course-related activities, course survey and / or for application of course-related funding (only if applicable) to respective funding-related agencies / bodies / organisations (SSG, NTUC, E2I, etc). Information will also be further used as specified under **Part C**, **Item 3** as per option selected. Trainee shall be bound by NTUC LearningHub Pte Ltd Privacy Policy as shown at <https://www.ntuclearninghub.com/personal-data-privacy-statement/>
* **NTUC LearningHub Pte Ltd (LHUB)** is committed on maintaining the confidentiality of the personal information and undertakes not to reveal applicant’s information to any 3rd parties outside of NTUC LearningHub Pte Ltd and its affiliates and related bodies (other than regulating authorities, funding-related agencies and / or authorised data intermediaries by LHUB) and programme partners (including respective exam agencies of the programmes) without prior consent of the applicant.
* All registrations are subject to a non-refundable registration fee of **$15.00**. (inclusive of GST).
* The registration form and payment must be submitted to the following centres, to sales personnel or by post at least **2 weeks** before course commencement.

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| * **NTUC LearningHub Pte Ltd – e2i (Devan Nair Institute for Employment and Employability)**

80 Jurong East Street 21, #02-03, Singapore 609607 | * **NTUC LearningHub Pte Ltd – Industrial Skills Centre**

60, Benoi Road, #01-08, Singapore 629906 |
| * **NTUC LearningHub Pte Ltd – NTUC Trade Union House**

73, Bras Basah Road, #02-01, Singapore 189556 |  |

* All prices for the courses are subjected to GST (Goods and Services Tax). For payment by cheque, it shall be made payable to

“**NTUC LearningHub Pte Ltd**”.

* Trainee is to:
* select the correct and suitable language medium of the course (if any) during registration
* ensure there is web camera on the laptop/notebook/PC or equipment before signing up for Virtual Live Class (VLC)

LHUB will not be liable for any failures due to incorrect language medium selected or inability to access Virtual Live Class due to absence of webcam.

* The course schedule selected is subject to confirmation. LHUB reserves the rights to withdraw or re-schedule the class without prior notice.
* Trainee shall be bound by the Terms and Conditions of any applicable funding scheme as approved by LHUB. For funded Courses (E.g. SSG) a trainee may be permitted to pay upfront only a portion of the course fee (less the potential amount) at the point of application. In the event that the trainee fails to meet any of the requirements set under the funding scheme (as stated below or otherwise) or has been granted funding for the same course before, and thereby resulting that his / her application for funding claim is rejected by the respective funding agency due to any reasons, the trainee is liable to pay the balance of the course fee (ie the potential funding amount) to LHUB or to the relevant funding agency:
* Trainee achieves less than the minimum attendance required by the course.
* Trainee fails to sit for the required examinations / assessment. (where applicable)
* Trainee fails the required examination / assessment. (where applicable)
* Request of Deferment / Transfer / Replacement / Withdrawal of Courses:
* For deferment / transfer / withdrawal of courses, a written notice must be submitted and received by LHUB **2 weeks** before course commencement.
* For replacement of courses, a written notice, together with the full particulars of the new participant, must be submitted and received by LHUB **2 weeks** before the course commences.
* All requests will be subject for approval. An administrative fee (inclusive of GST) will be imposed for all approved refunds / withdrawals or transfers based on case by case basis:

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| * $15.00 administrative fee: For Certificate courses and below
 | * $55.00 administrative fee: For Diploma courses and above
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| * a. Workplace Safety & Health Courses:
 | b. Training Quality and Outcomes Measurement survey (TRAQOM) by SSG:  | c. Course Survey (For selected Courses): |
| * Trainee is required to bring a copy of the payment receipt and NRIC at all times when attending the course.
 | * SSG will conduct the two post course evaluation surveys in the following manner:
 | * Course survey will be conducted for selected courses.
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| * For work permit and employment pass holders, trainee is to bring along a photocopy of passport as well as the work permit or employment pass.
 | 1. The Quality Survey will be conducted after the course end date through an electronic survey. The survey will be emailed to the trainee through SSG’s central survey system.
 | 1. The first survey will be conducted **3 months** after course completion.
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| * Trainee who passed the assessment is to collect the certificate/safety pass **within 6 months** after notifying for collection. For certificate/safety pass not collected, it will be destroyed without prior notice.
 | 1. The Outcomes Survey will be administered once a year through a contracted vendor. The survey will be sent to shortlisted trainees who have completed their full qualification course(s) **at least 6 months** earlier.
 | 1. The next survey will be conducted **6 months** after course completion.
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|  | * Trainee is required to provide your personal email address and phone number for SSG to conduct the surveys for all SSG funded courses.
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1. Examination and Assessment:
* Trainees are advised to be punctual on the day of examination / assessment. Late comers may be barred from taking the examination / assessment.
* If trainee is found cheating, trainee will be barred from the examination / assessment. LHUB reserves the rights to take necessary actions.
* If trainee fails the examination / assessment and wish to appeal, trainee may submit the appeal form and make necessary payment before the submission deadline.
1. Statement of Attainment (SOA):
* All Singaporeans and PRs will be able to access their SOA through their Skills Passport at <http://www.myskillsfuture.sg> using their Singpass.
* Trainees can access/download SOAs **two (2) working** days after assessment results are uploaded successfully onto SkillsConnect.
* Trainees can access/download Qualifications & Transcripts **15 working days** after assessment results are uploaded successfully onto SkillsConnect.
* Indemnity and Limitation of Liability:
* For trainees registering for the Skills Future for Digital Workplace course, trainees understand that live demonstrations on threats to cybersecurity may be conducted during the course. No skills and know-how pertaining to these demonstrations (“Technical Skills”) will be intentionally taught to the trainees. By registering for the Skills Future for Digital Workplace course, the trainee undertakes not to use, in any circumstance (unless otherwise permitted by law) any Technical Skills which may be indirectly taught to him during the course of the demonstrations conducted. The trainee further undertakes to fully indemnify and keep, and to release, waive and discharge, LHUB and its directors, officers, agents , representatives, employees, third-party partners and any other third-party vendors/trainers hired by it (“Releasees”), harmless, from and against any causes of action, claims, liabilities, costs and expenses which may be made or brought against the Releasees or trainee, or which either of them may suffer or incur, as a result of the trainee’s unauthorized use of the Technical Skills; and further covenants not to bring a claim against the Releasees for all liability and causes of action arising out of any loss, or damages, as a result of such unauthorized use.
* This provision shall enure even after the conclusion of the Skills Future for Digital Workplace course, for a period of six (6) years from the conclusion of the course.