

Application Form for Training Support Programme

<p><i>Please indicate which group you belong to.</i></p> <p><input type="checkbox"/> Graduating Cohort of 2020 only.</p> <p><input type="checkbox"/> Alumni (Graduated in 2018) and have completed Operationally Ready National Servicemen in 2020.</p>	<p>Course: _____</p> <p>Class Schedule: _____</p> <p><i>Pls note Administrative Fee for the following courses:</i></p> <ul style="list-style-type: none"> • Short Course - \$50 • Certificate Course - \$80
<p>PERSONAL PARTICULARS</p> <p>Full Name (as in NRIC/Passport): _____ Gender: M / F</p> <p>NRIC/Passport/FIN: _____ Date of Birth: _____ Nationality: _____</p> <p>Mailing Address: _____</p> <p>Mobile: _____ Email: _____ Occupation: _____</p> <p>Educational Level: No Formal Education / Primary / Secondary / Post Secondary (Junior College / ITE) / Diploma / Bachelor's Degree / Masters / Doctorate / Others</p>	
<p>Please indicate the programme title that you've graduated from NAFA</p> <p>Programme Title _____ Month/year _____</p> <p>Student Admission Number _____</p>	
<p>To comply with the Personal Data Protection Act, we would like to seek your consent to use your personal data to update you with information about NAFA. If you wish to withdraw your consent, please indicate below:</p> <p>[] I do not wish to receive any updates from NAFA</p>	
<p>Health Declaration:</p> <p>a) Have you ever had or received treatment for any psychological, depression or any other mental disorders? <input type="radio"/> Yes <input type="radio"/> No If yes, please provide more details: _____</p> <p>b) Do you have any medical conditions? <input type="radio"/> Yes <input type="radio"/> No If yes, please provide more details: _____</p>	
<p>Declaration:</p> <p><input type="checkbox"/> I hereby declare that the above information is true and I agree to abide by the rules and regulations stipulated by the Academy. NAFA reserves the right to change the terms & conditions stated at the back of this form without prior notice.</p> <p>Signature: _____ Date: _____</p>	
<p><u>For official use only</u></p> <p>Course Code: _____ Application No: _____</p> <p>Admin Fee Payable: _____ Total Payable: _____ <i>(After deduction of SkillsFuture Credit, if applicable)</i></p>	

80 Bencoolen Street, Singapore 189655 Tel: 6512 1388

Email: lifelongeducation@nafa.edu.sg Website: www.nafa.edu.sg

All information provided will be treated as confidential



Training Support Programme – Terms & Conditions

1. Registration

- 1.1 You can register in person at our office or you may email the completed application form to us at lifelongeducation@nafa.edu.sg. Please note that registration is on a first-come, first-served basis.
- 1.2 Registration will be closed 2 weeks before course commencement or when the course is fully subscribed, whichever comes first.

2. Payment of Fees

- 1.1 Full payment of fees must be made upon registration to confirm your place.
- 1.2 Payment can be done online via credit/debit card or in person at Finance Cashier Counter located at NAFA Campus 1, Wing B, Level 1 (Monday – Friday, 9.00am – 5.00pm).

3. SkillsFuture Credit (Applicable to Singaporeans 25 years old and above)

- 3.1 Eligible participants are to submit their SkillsFuture claim(s) via SkillsFuture Credit website (<http://www.skillsfuture.sg/credit>) within 60 days before the course commencement.

4. Union Training Assistance Programme (UTAP) (Applicable to NTUC Union members)

- 4.1 NTUC members enjoy 50% unfunded course fee support for up to \$250 each year when you sign up for courses supported under UTAP (Union Training Assistance Programme).

5. Course Confirmation

- 5.1 Participants will be notified of the course status via email, one week before course commencement.

6. Refund of Fees

- 6.1 All withdrawal requests should be made in writing via email to lifelongeducation@nafa.edu.sg, with relevant supporting documents (if any) before course commencement notification is sent. An administrative charge of \$21.40 applies for all approved refunds.
- 6.2 Requests for course withdrawal received after course commencement notification will be rejected.

7. Materials

- 7.1 Cost of materials is not included in course fees. Participants are required to refer to the material list provided for their respective course(s) and acquire them separately.

8. Language

- 8.1 All lessons are conducted in English unless otherwise stated.

9. Course Cancellation/Postponement

- 9.1 NAFA reserves the right to cancel or postpone any course at immediate notice. If the class is unable to proceed due to unforeseen circumstances, NAFA will process a full refund.

10. Replacement Lessons

- 10.1 There are strictly no replacement lessons for any participants who are absent from any lessons during the course.

11. Transfer/ Deferment

- 11.1 Participants who are unable to participate in the enrolled course due to unforeseen exigencies may submit a request for a course transfer, transfer of classes or deferment, via email to lifelongeducation@nafa.edu.sg, with relevant supporting documents (in any) enclosed, before course commencement. Please note that all requests are subjected to NAFA's review and approval (NAFA reserves the right to approve or reject any requests).
- 11.2 Upon course commencement, requests for transfer or deferment received will be rejected.

12. Certification

- 12.1 Participants with at least 70% attendance will receive a Certificate of Participation.

13. Personal Data Protection Act

- 13.1 To comply with the Personal Data Protection Act, we seek your consent in using your personal data to provide you with updated information about NAFA's courses. If you wish to withdraw your consent, please email to NAFA Data Protection Officer at dataprotection@nafa.edu.sg or indicate it clearly in your application form. We will consider your consent given if not indicated otherwise.