

## Application Form for Short Courses

Course applied: \_\_\_\_\_ Day/Time of lessons: \_\_\_\_\_

**Please indicate the subsidies you would like to utilise.**

**O National Silver Academy** (Applicable to Singaporeans, 50 years & above)

**O SkillsFuture Credit** (Applicable to Singaporeans, 25 years & above) **Payment to be disbursed to NAFA.**

**O Union Training Assistance Programme** (Applicable to NTUC Union members)

Credit to claim: \$ \_\_\_\_\_

### PERSONAL PARTICULARS

Full Name (as in NRIC/Passport): \_\_\_\_\_ Gender: M / F

NRIC/Passport/FIN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_

Educational Level: No Formal Education / Primary / Secondary / Post Secondary (Junior College / ITE) / Diploma / Bachelor's Degree / Masters / Doctorate / Others

I. Have you enrolled in any NAFA courses in the last 24mths? ☐ Yes ☐ No

If Yes, please indicate course title and month/year:

Course \_\_\_\_\_ Month/year \_\_\_\_\_

II. Are you attending the course(s) for self-enrichment or professional development?

☐ Self-enrichment ☐ Professional Development

For Professional Development, please choose whether it is for

☐ Current Job ☐ Career Switch

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:

[ ] I do not wish to receive any updates from NAFA

### Health Declaration:

a) Have you ever had or received treatment for any psychological, depression or any other mental disorders?

☐ Yes ☐ No

If yes, please provide more details: \_\_\_\_\_

b) Do you have any medical conditions?

☐ Yes ☐ No

If yes, please provide more details: \_\_\_\_\_

### Declaration:

☐ 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.

☐ **For National Silver Academy (NSA) subsidies acknowledgement**

I consent to my Personal Data being collected, used and disclosed to C3A and relevant partners for course administration purpose and to be informed of relevant information on programmes, research and publicity relating to active ageing. Do note that photographs and videos may be taken during the course for publicity purposes. I agree to C3A's privacy which may be view at [www.c3a.org.sg](http://www.c3a.org.sg)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Short Courses – Terms & Conditions**

### **1. Application**

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

### **2. Payment of Fees**

- 2.1 Full payment of fees must be made upon application to confirm your place.
- 2.2 A non-refundable application fee of \$32.10 applies for first time enrolments with NAFA. Application fee for subsequent enrolments will be waived within the next 24 months.
- 2.3 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 (SFC) (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.gov.sg>) within 60 days before the course commencement.

### **4. National Silver Academy (NSA) (Applicable to Singaporean 50 years old and above)**

- 4.1 Eligible participants are entitled to a 50% course fee subsidy (capped at \$500.00 per course) excluding GST. GST will be fully borne by the participant.

### **5. Union Training Assistance Programme (UTAP) (Applicable to NTUC Union members)**

- 5.1 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).

### **6. Course Confirmation**

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

### **7. Refund of Fees**

- 7.1 All withdrawal requests should be made in writing via email to [lifelongeducation@nafa.edu.sg](mailto: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.
- 7.2 Requests for course withdrawal received after course commencement notification will be rejected.
- 7.3 Participants who wish to utilize SkillsFuture Credit claim should not make the full course fee payment; no refund will be processed back to participants. Participants may utilize their SkillsFuture Credit for future courses.

### **8. Materials**

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

### **9. Language**

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

### **10. Course Cancellation/Postponement**

- 10.1 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.

### **11. Replacement Lessons**

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

### **12. Transfer/ Deferment**

- 12.1 Participants who are unable to participate in the enrolled course due to unforeseen exigencies, may submit a request for course transfer, transfer of classes or deferment, via email to [lifelongeducation@nafa.edu.sg](mailto: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).
- 12.2 Upon course commencement, requests for transfer or deferment received will be rejected.

### **13. Certification**

- 13.1 Participants with at least 75% attendance will receive a Certificate of Participation.

### **14. Personal Data Protection Act**

- 14.1 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](mailto:dataprotection@nafa.edu.sg) or indicate it clearly in your application form. We will consider your consent given if not indicated otherwise.