

Application Form for Short Courses

Course applied: _____ Day/Time of lessons: _____							
<p>Please indicate the subsidies you would like to utilise.</p> <p><input type="radio"/> National Silver Academy (<i>Applicable to Singaporeans, 50 years & above</i>)</p> <p><input type="radio"/> SkillsFuture Credit (<i>Applicable to Singaporeans, 25 years & above</i>) Payment to be disbursed to NAFA.</p> <p>Credit to claim: \$ _____</p>							
<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>I. Have you enrolled in any NAFA courses in the last 24mths? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If Yes, please indicate course title and month/year:</p> <p>Course _____ Month/year _____</p> <p>II. Are you attending the course(s) for self-enrichment or professional development?</p> <p><input type="radio"/> Self-enrichment <input type="radio"/> Professional Development</p> <p>For Professional Development, please choose whether it is for</p> <p><input type="radio"/> Current Job <input type="radio"/> Career Switch</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><input type="checkbox"/> 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?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, please provide more details: _____</p> <p>b) Do you have any medical conditions?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>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>For official use only</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Course Code: _____</td> <td style="width: 50%;">Application No: _____</td> </tr> <tr> <td>Course Fee Payable: _____</td> <td>Registration Fee*: \$32.10</td> </tr> <tr> <td>Total Payable: _____</td> <td><i>*Cancel where possible</i></td> </tr> </table> <p><i>(After deduction of SkillsFuture Credit and/or NSA funding, including Registration Fee, if applicable.)</i></p>		Course Code: _____	Application No: _____	Course Fee Payable: _____	Registration Fee*: \$32.10	Total Payable: _____	<i>*Cancel where possible</i>
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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



Cert No.: EDU-2020
Validity: 16/06/2015 - 15/06/2019

UEN: 201006523M ERF Registration Period: 17/08/2018 - 16/08/2022

Short Courses – Terms & Conditions

1. Registration

- Registration can be done in person or by emailing us this application form, on a first-come, first-served basis.
- Registration closes 2 weeks before the course commencement date, or when the course is full, whichever is sooner.

2. Payment of Fees

- Payment of fees must be made in full upon registration to confirm your place.
- Registration Fee of \$32.10 (non-refundable) is applicable for first timers, valid for 24 months.
- Payment can be done in person at Finance Cashier Counter located at NAFA Campus 1, Wing B, Level 1 (Monday – Friday, 9.00am – 5.00pm) or Online via credit/debit card.

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

- Participants are required to submit their SkillsFuture claim(s) via SkillsFutureCredit website (<http://www.skillsfuture.sg/credit>) within 60 days before the course commencement date.

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

- Participants will receive a subsidy of 50% off course fee (capped at \$500 per course) excluding GST which will be fully borne by the participant.

5. Course Confirmation

- Participants will be notified of the course status through email one week before the scheduled course commence.

6. Materials

- Materials are not included in the course fees. Participants are required to refer to the material list provided for the respective course enrolled.

7. Language

- All classes are conducted in English unless otherwise stated.

8. Course Cancellation/Postponement

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

9. Replacement Lessons

- There is strictly no replacement lesson should participant absent himself/herself from the course.
- There will be a replacement lesson for lessons which fall on a Public Holiday.
- No transfer of course/class or deferment is allowed upon commencement of a course.

10. Refund of Fees

- Withdrawal requests should be made in writing with supporting relevant documents (if any) to Centre for Lifelong Education (lifelongeducation@nafa.edu.sg)

Withdrawal before course commencement date	Course fee will be refunded after deduction of S\$21.40 as administrative charges.
Withdrawal on or after course commencement date	No refund will be given.

11. Certification

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

12. Personal Data Protection Act

- If you wish to withdraw your consent, please email to NAFA Data Protection Officer at dataprotection@nafa.edu.sg, or indicate in this application form. It will be considered deemed consent if we do not hear from you.