

Application Form for Workshop

<p>Workshop Title:</p> <p>_____</p> <p>_____</p> <p>Course Schedule:</p> <p>_____</p> <p>_____</p>	<p>Subsidy / Funding</p> <p><input type="checkbox"/> SkillsFuture Credit Credit amount to claim: _____ <i>(Applicable only for Singaporeans, 25 years old and above)</i></p> <p><input type="checkbox"/> Union Training Assistance Programme (UTAP) <i>(Applicable only for NTUC members)</i></p>
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PERSONAL PARTICULARS

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

NRIC/Passport/FIN: _____ Date of Birth: _____ Nationality: _____

Mailing Address: _____

Email Address: _____ Mobile: _____

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

Occupation: _____

PDPA

Please tick the relevant boxes below if you agree to receive the following:

- I **do not** wish to receive any updates from NAFA
- I **would like** to receive updates from NAFA via the following channel:
- Newsletter
- Email
- SMS

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

Signature: _____

Date: _____

For Official Use Only

Course Code: _____ Application Number: _____

Course Fee Payable: _____ Registration Fee: \$32.10 *(Cancel when possible)*

Total payable: _____
(Affer deduction of SFC. Including Registration Fee, if applicable)

Workshop – Terms and Conditions

1. Registration

- Applicants are required to read and understand the terms and conditions before signing and submitting the application to CLE.
- Registration can be done in person at the CLE office or by sending us an email of this application form.
- Registration closes 2 weeks before the course commencement date, or when the course is fully subscribed, 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 the first-timer, valid for 24 months.
- Payment can be done in person at Finance cashier counter located at NAFA Campus 1, Wing B, Level 1 (Mon – Fri, 9 am – 5 pm) or online via credit/debit card.

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

- Participants are required to submit their SkillsFuture Credit claim via SkillsFuture Credit website (<http://www.skillsfuture.sg/credit>) within 60 days before the course start 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 participants.
- Applicable to courses eligible for NSA subsidy.
- Please refer to <https://www.nsa.org.sg/index.php> for more details on NSA.

5. Union Training Assistance Programme (UTAP) (Applicable to NTUC Members)

- NTUC members enjoy 50% unfunded course fee support for up to \$250 each year when they sign up for courses supported under UTAP.
- Please visit www.ntuc.org.sg/membership to sign up as a member
**Unfunded course fee refers to the balance course fee payable after applicable government subsidy. This excludes GST, registration fees, misc, fees etc.*

6. Course Confirmation

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

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 the course commencement date	The course fee will be refunded after deduction of S\$21.40 as administrative charges.
Withdrawal on or after the 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.