



# ARIUM SCHOOL OF ARTS & SCIENCES

## COURSE REGISTRATION FORM (INDIVIDUAL)

<b>PERSONAL DETAILS</b> (Your information is Confidential. No release can be made without your permission.)			
Full Name	:	Mr /Mrs /Ms /Mdm / (name as in NRIC /Passport and <u>underline</u> surname )	
NRIC /FIN / PP	:	Gender	: <input type="checkbox"/> Female <input type="checkbox"/> Male
Date of Birth	:	DD / MM / YY/	Age : _____
Nationality	:	<input type="checkbox"/> Singaporean <input type="checkbox"/> Others (pls specify) _____	
Citizenship	:	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others (pls specify) _____	
Contact Details	:	<input type="checkbox"/> Mobile phone <input type="checkbox"/> Office No.	<input type="checkbox"/> Home No. <input type="checkbox"/> Email (Personal)
Local Address	:	Apt /Hse # _____ Street _____ Unit # _____ Postal code _____	
Fees Per Certificate (S\$)		<b>Registration Fee is non-refundable.</b> <b>Course materials are not included in our course fees.</b> <b>Please check with our consultants with regards to your registration fees, program fees, course material fees and other miscellaneous payments.</b>	
<b>How Did You Find Out About the Course</b> (please tick accordingly)			
<input type="checkbox"/> Website / Social Media		<input type="checkbox"/> Email	
<input type="checkbox"/> Friend recommendation		<input type="checkbox"/> Others (pls specify)	

<b>GENERAL TERMS AND CONDITIONS</b>
<ol style="list-style-type: none"> <li>1. Registration will be on a first-come-first-serve basis, upon the receipt of registration form and payment. Places will not be reserved under any circumstances.</li> <li>2. Receipt will be issued upon clearance of payment.</li> <li>3. Cancellation policy               <ul style="list-style-type: none"> <li>• All cancellations will be made in writing. Email is acceptable.</li> <li>• ASAS reserves the right to cancel the class. If ASAS cancels the class, you will receive a full refund of course fees and registration fees paid.</li> </ul> </li> <li>4. Refund policy               <ul style="list-style-type: none"> <li>• The School's Management team shall ensure a fair and reasonable refund policy is details for any payments made.</li> </ul> </li> </ol>

- Time taken to process all refund requests will be done within 7 working days, from date of application to disbursement of funds to the student.
- This policy will act as a framework in guiding the implementation of detailed refund processes and procedures.

% OF TOTAL FEES	IF STUDENT'S WRITTEN NOTICE OF WITHDRAWAL IS RECEIVED:
95%	("Maximum Refund") More than [30] days before the Course Commencement Date
80%	Before, but not more than [14] days before the Course Commencement Date
0%	Less than [14] days before the Course Commencement Date

**5. Payments Terms -**

- Payment is required to be made at least 2 weeks before course commencement for securing the training place.
- Accept only payment via Cheque, Internet Banking or NETS. Cheque shall be crossed and made payable to Arium School of Arts & Sciences Pte Ltd and submit to – 51 Cuppage Road #06-23 Singapore 229469

6. For SkillsFuture credit, it is the student's responsibility to ensure that they upload their claim at least seven days before course commencement otherwise they are liable for the full fee.

## ADDITIONAL TERMS AND CONDITIONS FOR WSQ COURSES

1. Trainee shall be bound by the Terms of Conditions of any applicable funding scheme. For SkillsFuture Singapore Nett Fee Courses, in the event that the trainee fails to meet any of the policies and requirements set under the funding scheme (as stated under \*Notes below or otherwise) or has been granted funding for the same course before, and thereby resulting that his/her application for funding claim rejected by the respective funding agency due to any reasons, you are liable to pay the balance of the course fee to ASAS within 7 days upon course end.

**\* Notes:**

- Trainee should possess English language proficiency in Listening and Speaking to attend the training
- Funding is applicable only once per trainee per course
- Trainee does not receive additional funding from any government sources related to course fees
- Trainee must achieve at least 75% attendance for each module
- If a trainee fails to meet the attendance requirement for the module, they are not allowed to take the assessment(s).
- Trainee must Pass all prescribed assessments.
- Trainee must declare their information as required for submission to the authority
- Trainee are required to participate in course evaluation upon completion of the course

**2. PSEA Usage Policy:**

- The PSEA form will be submitted 6 weeks before commencement of the course for the payment of nett fees.
- If trainee drops the course or fails the assessment, the remainder of the full course fees will be deducted from the PSEA at the end of the course.
- If trainee withdraws from the course before the commencement date, course fees will be deducted from the PSEA based on the following policies:
  - Withdrawal within 14 days: 100% of the full course fee is payable
  - Withdrawal within 15 – 30 days: 20% of the full course fee is payable
  - Withdrawal more than 30 days: 5% of the full course fee is payable

**3. Appeal & Reassessment:**

In the case of making an appeal concerning the assessment results, a re-assessment fees of \$100 is payable. A maximum of 1 reassessment attempt is allowed. If a Fail outcome is received on the reassessment attempt, the trainee will be required to pay the full course fee to ASAS within 7 days upon the invoice date.

## APPLICANT'S DECLARATION

By signing this application, I have read and accepted the Terms and Conditions stated in this application form, and agree to comply and abide by the decision of Arium School of Arts & Sciences (ASAS) concerning this application.

I certified that all the information given by me in this application is complete and accurate. I understand that acceptance rests solely with the respective institution and not subject to appeal. All the information given in this registration is true and accurate, and relevant facts are not deliberately omitted. Any false or misleading declaration shall be made liable for disqualification, if already admitted, for expulsion from the program without any refund or fees paid.

**Personal Data Protection** - By providing the Personal Data, including those related to a third party (e.g.- information of your parents) to us through the various channels (e.g.- written form, webpage, email, etc.), you represent and warrant that consent, including that of the third party, has been obtained for collection, use and disclosure of the Personal Data for the respective purposes. In the event the personal data is to be used for a new purpose, ASAS will notify you and seek your consent.

ASAS ensures that your Personal Data held by us shall be kept confidential. When transferring personal data to our third party service providers, agents and/or our affiliates or related corporations whether in Singapore or elsewhere in order to carry out one or more of the purposes listed above, we will require them to ensure that your Personal Data disclosed to them is kept confidential and secure.

Applicant's signature:

Date:

Parent's signature  
(if applicant is below 18 yrs old):

Date:

## FOR OFFICIAL USE ONLY

Name of Consultant  
& Signature:

Date:

### PROGRAM DETAILS (please tick accordingly)

- |   |   |
|---|---|
| <input type="checkbox"/> Professional Certificate | <input type="checkbox"/> Advanced Diploma of Arts |
| <input type="checkbox"/> WSQ course               | <input type="checkbox"/> Graduate Diploma         |
| <input type="checkbox"/> Specialist Diploma       | <input type="checkbox"/> Others:                  |

Name of Program(s):

Major(s):

Proposed Start Date:

Minor:

(dd /mth /yr)

Remarks