



J L INSTITUTION

**J L Institution Pte Ltd
Course Registration Form / 报名表格**

| Programmes | |
|--------------------|--|
| Course Title 课程名称: | |
| Course Code 课程: | |
| Course Date 课程日期: | |

| Personal Particulars | |
|--|---|
| Name 英文姓名: | |
| NRIC No 身份证号码: | NRIC Type 身份证: <input type="checkbox"/> NRIC(Pink) <input type="checkbox"/> NRIC(Blue) <input type="checkbox"/> FIN <input type="checkbox"/> Others |
| Work Permit No 工作准证证号: | Passport No 护照号码: |
| Date of birth 出生日期: | Gender 性别: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Nationality 国籍: | Race 种族: |
| Mailing Address 邮寄地址: | |
| Mobile No 手机号码: | Company No 公司名号: |
| E-mail 电邮: | |
| Highest Education Qualification 最高学历: | |
| Employment Status 就业状况: <input type="checkbox"/> Self-Employed <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired | |
| Company Name 公司名号: | |
| Designation 工作指定: | |
| Salary Range 薪水: <input type="checkbox"/> Unemployed <input type="checkbox"/> Below \$1000 <input type="checkbox"/> \$1000-\$1499 <input type="checkbox"/> \$1500-\$2000 <input type="checkbox"/> \$2001-\$2499 <input type="checkbox"/> \$2500-\$2999 <input type="checkbox"/> \$3000-\$3499 <input type="checkbox"/> \$3500 and Above | |

Application

- Enrolment is based on first-come-first-served basis and will be closed when the class is full.
- Courses will commence only if there is minimum number of participants.
- Confirmation letter will be sent (via email/sms) ONLY when the class is confirmed.
- All application can be done at any of our Office at 149 Rochor Road #05-11 Fu Lu Shou Complex Singapore 188945.
- All application MUST be accompanied with a duly completed application form and non-refundable registration fees.
- J L Institution Pte Ltd reserves the right to cancel, postpone or make necessary changes (e.g. trainer, contents, commencement date, etc) to the courses.

Payment

- All payments are to be made in SINGAPORE DOLLARS (SGD).
- Cash/Cheque Payment should be deposited to J L Institution Pte Ltd Account.
- Full fee to be made on the day of the commencement of course.

Individual Registration Payment

- Minimum payment of 20% to be make on the day of registration.
- Full fee to be made 2 weeks before course commencement date.

Cancellation / Postponement

- J L Institution Pte Ltd reserves the right to cancel, change Course dates, time, fees and trainers that can occur due to unforeseen circumstances. In the event of Course cancellation / postponement by J L Institution Pte Ltd, only Course fees will be refunded.
- For company that sent replacement for the program, a written notice, together with the full particulars of the new participant, must be submitted and received by J L Institution Pte Ltd two (2) weeks before Course commencement. – this is only applicable if the program has not started.
- For postponement / transfer / replacement/ withdrawal of Course(s), a written notice to info@jlinstitution.com must be submitted and received by J L Institution Pte Ltd at least two (2) weeks before Course commencement.
- Postponement of course can only be made once. Any course fee paid will not be refunded if participant fail to attend the deferred date.

Balance Payment and Deposit Amount

- Balance payment to be made within 20 working days, otherwise deposit will not be refund.
- Deposit will not be refunded
- J L Institution allow the students to can change courses within the school if they have change the mind after registration.

Refund Policy**Refund for Withdrawal for Cause:**

- J L Institution Pte Ltd shall immediately reimburse the student within 7 days after receiving the Students notice of withdrawal

Refund for Withdrawal Without Cause:

- Where the student withdraws from the Course without cause J L Institution Pte Ltd shall after receiving the Student's written notice of withdrawal will refund to the students the following sums (less any bank administrative charges properly paid):

| % of refund | If Students' written notice of withdrawal is received |
|-------------|---|
| 70% | Before, but not more than 30 days before the Course Commencement Date |
| 50% | After, but not more than 7 days after the Course Commencement Date |
| 25% | More than 7 days after the Course Commencement Date, |
| 0% | More than 14 days after the Course Commencement Date |

Grievances and Feedback Process

- Grievances and feedback forms are available for students and can be submitted to the Principal or email at info@jlinstitution.com

Student Confidentiality Policy & Security

- All Students' particulars obtained are solely for the purposes of completing the course submission. We will seek consent from Students should their particulars be used for purposes other than internal marketing and billing purposes.

Student Declaration

- I authorized J L Institution Pte Ltd to inquire for the authenticity of the information and documents that I have submitted used for evaluating my enrolment.
- I have undergone a pre-course counseling. I have understood and will abide the J L Institution Pte Ltd policies and regulations.
- I hereby declare that I have not applied for any form of government course fee subsidy for this particular training course.
- I hereby declare that the information provided on this application is correct and best of my knowledge.

Applicant's Signature
申请人签名

Date
日期

| For Official Use Only | | | | |
|--|-----------|-----------------|--------------------------|---|
| Course Fee \$ | GST \$ | SSG Grant \$ | Nett Fee Payable \$ | Type of Funding <input type="checkbox"/> Normal <input type="checkbox"/> MCES <input type="checkbox"/> WTS |
| WTS Supporting Document | | | | |
| <input type="checkbox"/> WTS Letter <input type="checkbox"/> WTS Payout Letter <input type="checkbox"/> 1 of last 3 month's payslip <input type="checkbox"/> IRAS Letter <input type="checkbox"/> SingPost CPF Income Declaration <input type="checkbox"/> Employment Letter/Contract dated not more than 3 months before course registration | | | | |
| Payment Mode <input type="checkbox"/> Cash <input type="checkbox"/> NETS | | | Official Receipt Number: | |
| <input type="checkbox"/> Cheque (Bank, Cheque number & date): <input type="checkbox"/> SkillsFuture Credit (SFC ID & Amount): | | | Amount Paid: | |
| | | | Enrolled By: | |
| Remarks | | | | |