

CIDTT ENROLMENT FORM

Please complete and return this form by Fax: 63368049 / Email: info@sigma-solutions.com.sg

Or mail to us: Sigma Solutions Academy Pte Ltd, 190 Middle Road, Fortune Centre #11-06, Singapore 188979

COURSE APPLICATION	FULL FEE	Course Code	COURSE DATES (<i>compulsory</i>)
Module 1 – Design <input type="checkbox"/>	\$1250.00		
Module 2 – Practice <input type="checkbox"/>	\$1250.00		
Module 3 – Assessment <input type="checkbox"/>	\$1000.00		
Module 4 – Evaluation <input type="checkbox"/>	\$1000.00		
Total Course Fee	\$4500.00		
Assessment Fee for each module <input type="checkbox"/>	\$150.00		
<input type="checkbox"/> Cash _____ <input type="checkbox"/> Cheque no. _____ Bank _____			

- ★ Please attach a copy of your NRIC/FIN/Passport (front & back)
- ★ The total Course Fee of SGD4,500 shall be collected on a modular basis.
- ★ Course fees shall be paid at least two weeks prior to each course commencement date.

Name (*as in NRIC/FIN/Passport*) : _____ Gender: Male Female

NRIC (Pink/Blue)* /FIN No /Passport No : _____ Date of Birth: _____

Nationality : Singaporean/PR/Others (For PR/Others, pls specify) _____

Race: Chinese Malay Indian Eurasian Others _____

Salary Code: (*Please tick accordingly*)

Unemployed Below \$1000 \$1000–\$1499 \$1500–\$1999 \$2000–\$2499 \$2500–\$2999 \$3000–\$3499 \$3500 & Above

Home Address: _____ Postal Code: _____

E-Mail: _____

Handphone: _____ Tel(O): _____ Tel (H): _____ Fax: _____

PERSONAL PARTICULARS

Qualifications	Education		Year awarded
			Year awarded

CURRENT EMPLOYMENT DETAILS

Company: _____

Address: _____ Postal Code: _____

Nature of Business: _____ Designation: _____ Years Employed: _____

COMPANY SPONSORED (to be filled by the company)

- ★ The company is sponsoring the applicant for the course applied and hereby encloses a cheque for the course fees.
- ★ We understand and accept the policies and criteria append below.

AUTHORISED REPRESENTATIVE

Name & Designation:

E-Mail: _____ Office No: _____ Fax: _____

Signature:

Company Stamp:

Date:

Please make payment by cheque, payable to "Sigma Solutions Academy Pte Ltd" Credit Term: IMMEDIATE

Cheque Details: Bank _____ Cheque No: _____ Amount: \$ _____

IMPORTANT

Application form must be duly completed and accompanied with payment. Placement to the programme will only be confirmed upon receipt of payment. Please take note of the following policies and criteria:

Refunds for Withdrawal With Cause:

Sigma Solutions Academy shall inform the Student immediately within three (3) working days if

1. It fails, for any reason, to commence the Course on the Course Commencement Date;
2. It terminates the Course, for any reason, prior to the Course Commencement Date;
3. It fails, for any reason, to complete the Course by the Course Completion Date;
4. It terminates the Course, for any reason, prior to Course Completion Date; or

Sigma Solutions Academy shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iv), provide the Student with Information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on alternative arrangement. Alternatively, the Student may withdraw from the Course by giving written notice to Sigma Solutions Academy. Sigma Solutions Academy shall refund to the Student the course fees and assessment fees within fourteen working days after receiving written notice from the Student.

Refunds for Withdrawal Without Cause:

Where the Student withdraws from the Course for any reason(s) other than those set out under "Notification and Arrangement", the refund structure shall be as follow:

% of [the aggregate amount of the fees paid]	If Student's written notice of withdrawal is received
[100%]	10 or more working days before course commencement date
[50%]	1-9 working days before course commencement date and/or if course
[0%]	On or after the course commencement date and/or If course materials have been collected by the Student (physical copy and/or online materials) and/or failure to show up for Course

Re-scheduling of course

The Student shall not be allowed to reschedule his/her course.

Others

1. Sigma Solutions Academy reserves the right to make any changes to the information specified herein or to the courses in general as and when it considers appropriate or the circumstances so require.
2. There will be NO carry-forward of unused course fees to any other subsequent modules
3. Sigma Solutions Academy shall make the refund within fourteen working days upon receipt of written notice from the Student.
4. Withdrawal request must be made using the "Request Form (Withdrawal/Cancellation/Refund/Replacement)". No other mode of informing will be accepted.
5. For company-sponsored participant, the relevant section of the form must be completed by the authorized representative of the company.
6. All withdrawal requests are to be addressed to the Centre Director.

Applicant's Declaration

- ★ I certify that all the information given by me in this application is true and correct, without misrepresentation or omission.
- ★ I authorize any investigation of the above information for the purpose of verification and will furnish the necessary documentations when requested.
- ★ I understand and accept the rules and regulations of the programme set by Sigma Solutions Academy Pte Ltd.

Name & Signature

NRIC/FIN/Passport No.

Date

Please tell us how you came to know about our training programme:

Referred by friend who has attended the course Internet search Advertisements Others, please specify: _____

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