

Course Application

1. Course Details			
Course Title (Pls indicate clearly):		Course Level (Pls choose one, if applicable): Operational <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/>	
Course Dates (Pls indicate clearly):		Status (Pls choose one): Employer-sponsored <input type="checkbox"/> Individual Applicant <input type="checkbox"/>	
2. Personal Particulars			
Full name as in NRIC/ Passport (<u>Underline</u> surname) Dr/ Mr / Ms / Mdm			
Date of Birth (dd/mm/yyyy)	Age	Gender (Pls tick) Female <input type="checkbox"/> Male <input type="checkbox"/>	Civil/Marital Status
Identity Card / Passport No:	Citizenship (Pls tick) Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others <input type="checkbox"/>	Nationality (For non-Singaporeans)	Work Permit / Pass No. (If applicable)
Home Tel:	Hand Phone:	Email:	
3. Residential Address			
Block / House No.		Unit No.	
Street Name		Postal Code	
4. Company Information (For Company-Sponsored Employees)			
Company Name		Nature of Industry	Job Designation
Company Address		Postal Code	Office Tel:
Building Name (If applicable)		SFIC Membership No. (If applicable)	Fax:
5. Course Coordinator Details (If Applicable)			
Coordinator Name: Dr/Mr/Ms/Mdm		Office Contact	Hand Phone:
Job Designation		Fax:	Email:
6. Language Proficiency			
English (Pls tick): Speaking Fluent <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>		Other Spoken Language (Delete as appropriate): Chinese / Malay / Tamil / Others: _____	
Writing Fluent <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>		Spoken: Fluent <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
		Written: Fluent <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	

7. For Official Use Only

Date of Registration by Participant	Remarks	
Payment Received On:	Payment Receipt No	Processed by:

Note: Cancellation must be confirmed by email, facsimile or letter at least 5 working days prior to the commencement of the course, otherwise, 100% of the course fees will be chargeable.

Registration & Payment Procedures:

1. Payment can be made either by Cheque or Cashier’s Order. Cheques or cashier’s orders should be crossed and made payable to “**SFIC Institute Pte Ltd**”.
2. Please write the Trainee’s Name(s), NRIC/Passport/WP number, contact number, Course Name (& Company Name, if applicable) on the back of the cheque or Cashier’s Order.
3. Please send the payment to:

SFIC Institute Pte Ltd
 62 Sungei Kadut Loop
 International Furniture Centre #04-19
 Singapore 729507

4. Full payment must be made prior to the commencement of all classes.
5. Please be informed that the class is subject to minimum class participation and will only commence when there are at least 18 participants.
6. SFIC Institute will inform all participants/course coordinator(s) of the changes in the event that the class is cancelled due to insufficient intake or any unforeseen circumstances.