

CET APPLICATION FORM

A. COURSE INFORMATION	
Course Title & Date	
SWDA Funding (For Singaporeans & PRs)	
☐ Applying ☐ Not applying / Not eligible	
Course Fees Sponsorship	
☐ Self ☐ Company (Required to complete section E of this form)	
B. APPLICANT'S INFORMATION	
Name as in NRIC/ ID	NRIC/ ID
Address (Blk No, street name, unit, postal code)	
Email Address	Mobile Number
Residency Status	
☐ Singapore Citizen ☐ Permanent Resident ☐ Employment Pass/Work Permit/S Pass	
☐ Student Pass ☐ Dependent's Pass ☐ Long Term Visit Pass ☐ Long Term Visit Pass Plus	
☐ Others (Please specify)	
Pass Expiry Date (If Applicable): dd/mm/yyyy	
Date of Birth (dd/mm/yyyy)	SUSS Alumni ☐ Yes ☐ No
Gender	Race
☐ Male ☐ Female	☐ Chinese ☐ Malay ☐ Indian ☐ Eurasian ☐ Others (Please specify)
Highest Education Qualification	Current Employment Status
	☐ Employed ☐ Unemployed
Current Company Name	
Job Position	Company type
	☐ SME (Not more than 200 employees) ☐ Non-SME
Industry (e.g. Education/ E-commerce/ Early Childhood/ Financial Services/ Healthcare/ Logistics/ Information Technology)	
Please select the top three reasons you are attending this training session	
☐ To improve my skills and knowledge ☐ To meet job requirements or certifications ☐ To stay updated on industry trends	
☐ To enhance my career growth opportunities ☐ To network with peers and professionals	
☐ To gain hands-on experience with new tools or techniques ☐ To fulfill a company or management requirement	
I feel confident that this course will help me achieve my goals	
☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree	

C. UNDERTAKING AND DECLARATION

1. In consideration of the grant from SWDA and/or any government funding to me for the Course applied for herein, I hereby undertake as follows:

- (a) I will fulfil a minimum of 75% attendance for the Course as well as, where applicable, sit for and/or pass all required Course assessments ("Minimum Requirement");
- (b) For self-sponsored applicants: I have been informed and will take note of the prevailing Minimum Requirement/Criteria for SWDA and/or any government funding that has been granted to me for the course;
- (c) For company-sponsored applicants: In the event that I cease to be employed by the company named in Section E during the Course, I will be liable for the total amount of the Course fee and I will forthwith pay the University, without demand;
- (d) If I fail to pay any amount due from me to the University within the stipulated deadline for payment, the University shall have the right to impose a reasonable administrative charge and bank interest on the outstanding amount. The University shall have the right to suspend me from the Course and/or withhold the Course Certificate until I have paid all outstanding in full.

2. I hereby declare that:

- (a) I have not previously received any subsidy for this Course from SWDA and/or any government agencies through any other training provider;
- (b) the information provided by me herein is complete, true and accurate. Any misrepresentation or omission may lead to rejection of this application and/or disqualification for any funding and the University shall be entitled to terminate my enrolment in the Course without a refund of the Course fee.

3. I agree to collection, use, and disclosure of my personal data provided in this form in accordance with SUSS's [privacy statement](#). This data will be used for purposes related to

- (a) administration of my course application and enrolment,
- (b) account servicing for course-related activities,
- (c) reporting to collaborating, sponsoring and funding organizations/agencies, and relevant ministries,
- (d) Conducting statistical analysis and surveys for course and service improvement.

4. I agree that I may be contacted via mobile phone and/or email and on occasion the University may text and/or email me information related to the Course or seminars, talks or University-approved events that may be of interest to me, during or after the completion of the Course.

Signature of applicant

Date

D. COURSE WITHDRAWAL

Request for withdrawal from a course must be submitted to SUSS Academy formally in writing.

- **Course Withdrawal before Application Close Date: No charges.**
- **Course Withdrawal after course confirmation: 50% of the full course fee with an administration fee imposed.**
- **Course Withdrawal after the course commences: Full course fee applies.**

APPLICANT'S CHECKLIST

Email the completed application form to cet@suss.edu.sg before the event registration deadline. Include the following documents if applicable

- For funding requirements: 1 copy of your Coloured NRIC (front and back) for Singaporeans and PRs, or "Employment"/"S" Pass for foreign applicants
- For company sponsorship: Complete **Section E COMPANY SPONSORSHIP INFORMATION**

E. COMPANY SPONSORSHIP INFORMATION (IF APPLICABLE)

Employer's/Company's Registration Number /UEN
(Full-time employment with CPF contribution)

Employer's/Company's Name
(Full-time employment with CPF contribution)

Billing Company Name (if different from employer name)

Bill to Department

Sub-BU Number if applicable

Billing Company Address

Liaison Name

Liaison's Contact Number and Email Address

For **SME** companies only

You may submit the below item with your application:

1. A copy of EPJS (<https://sfec.enterprisejobskills.gov.sg/>) with SME Declaration Status (Approved); the latest print screen that the organisation is verified by SWDA as SME
 - a) After login to EPJS Dashboard > SME Status
 - b) To click on profile icon indicating Company Name and UEN name

Note: SME status is refreshed annually (at year end) based on the latest government data. Occasionally, this results in a change to the SME status. For example, an SME this year may grow to become a non-SME next year and be ineligible for ETSS for courses starting next year. In the event where government data is not available, the entity will be accorded non-SME status by default. The entity may submit a SME declaration via GoBusiness in EPJS if they find their SME status is inaccurate.

The SME determined at the course run start date will be used. Any changes to SME status is prospective; there is no backdating of the effective date for SME status changes.

Additional Remarks (if any):

1. We confirm that the applicant named herein is currently employed by us.
2. In the event the applicant named herein fails to meet the Minimum Requirement specified in Section C above and provided he/she has not ceased to be employed by us during the Course, we undertake to pay the total Course fee to the University, forthwith without demand.
3. If we fail to pay any amount due to the University within the stipulated deadline, the University shall have the right to impose a reasonable administrative charge and bank interest on the outstanding amount. The University shall have the right to suspend the applicant from the Course and/or withhold the Course assessment results until all outstanding have been paid in full by us and/or the applicant.

Name of authorised company personnel

Signature of authorised company personnel

Date