

CET APPLICATION FORM

A. COURSE INFORMATION					
Course Title	1)	Course date			
	2)				
	3)				
SSG Funding (For Singaporeans and PRs)	<input type="checkbox"/> Applying <input type="checkbox"/> Not applying / Not eligible	Sponsorship		<input type="checkbox"/> Self <input type="checkbox"/> Company (SME / Non-SME)	
B. APPLICANT'S INFORMATION					
Name as in NRIC				NRIC	
Address				Unit #	
Postal Code		Email Address		Mobile Number	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Residency Status	<input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Employment Pass/Work Permit/S Pass <input type="checkbox"/> Student Pass <input type="checkbox"/> Dependent's Pass <input type="checkbox"/> Long Term Visit Pass <input type="checkbox"/> Long Term Visit Pass Plus <input type="checkbox"/> Others (Please specify)		
SUSS Alumni	<input type="checkbox"/> Yes <input type="checkbox"/> No		Pass Expiry Date (If Applicable): (dd/mm/yyyy)		
Date of Birth (dd/mm/yyyy)		Race	<input type="checkbox"/> Chinese <input type="checkbox"/> Eurasian <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others (Please specify)		
Highest Education Qualification			Current Employment Status	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed	
Current Company Name		Job Title		Monthly Salary in SGD	<input type="checkbox"/> \$2000 & below <input type="checkbox"/> \$2001 - \$4000 <input type="checkbox"/> \$4001 - \$6000 <input type="checkbox"/> \$6001 & above <input type="checkbox"/> Not Applicable
Industry			Company type	<input type="checkbox"/> SME (Not more than 200 employees) <input type="checkbox"/> Non-SME	
Reasons for training					
<input type="checkbox"/> Relevant to current job <input type="checkbox"/> Take on additional duties in current job <input type="checkbox"/> Prepare for future job <input type="checkbox"/> Employer's recognition <input type="checkbox"/> Other reasons (please specify) : _____					

C. UNDERTAKING AND DECLARATION

1. In consideration of the grant from SSG 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 allrequired Course assessments ("Minimum Requirement");
 - (b) For self-sponsored applicants: I have been informed and will take note of the prevailing Minimum Requirement/Criteria for SSG 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 SSG 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 that the University may collect, use, retain and/or disclose my personal data provided in this form and during the Course for matters relating to my course enrolment, account servicing of course-related activities, reporting to collaborating, funding or other relevant ministries/agencies/bodies/organisations, conduct of statistical research and surveys to administer, develop or improve the Course and for the conduct of the University's ordinary course of business in accordance with the Personal Data Protection Act 2012.
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. My personal data may be kept by the University for a limited number of years after I have completed the Course in order to confirm or respond to requests from prospective employers and other institutions of higher learning.

Signature of applicant

Date

D. COURSE WITHDRAWAL

Request for withdrawal from a course must be submitted to CCPE 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.

E. COMPANY SPONSORSHIP INFORMATION (IF APPLICABLE)

Company Name		Address	
Company registration number		Postal code	Bill to Department e.g. Finance, Human Resource
Name of liaison person		Liaison person's contact number	
Liaison person's Email address			

<p>For SME companies only Please submit the below items with your application:</p> <ol style="list-style-type: none"> 1. Declaration Letter of SME Status 2. Latest ACRA Bizfile 3. A copy of the Skillsconnect / EPJS company profile with the SME Flag (Yes); or Audit Financial Statement (showing revenue); or Latest declared IE to IRAS for tax submission 	<p>If Applicable</p>
<p>Additional Remarks (if any):</p>	
<ol style="list-style-type: none"> 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. <p>_____ Name of authorised company personnel</p> <p>_____ Signature of authorised company personnel</p> <p style="text-align: right;">_____ Date</p>	
<p>F. APPLICANT'S CHECKLIST</p>	
<p>Please attach the following documents.</p>	
<ol style="list-style-type: none"> (1) For funding requirements: 1 copy of Coloured NRIC (front and back) for Singaporeans and PRs, or "Employment"/ "S"Pass for foreign applicant <ul style="list-style-type: none"> • Email to cet@suss.edu.sg with application form or • Verified at SUSS office two working days before course commencement (email to CET@suss.edu.sg for appointment to sight and verify) 	

Please email the completed application form to CET@suss.edu.sg.