

## 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		
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 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 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 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.

## E. COMPANY SPONSORSHIP INFORMATION (IF APPLICABLE)

Employer's/Company's registration number /JEN no. <small>(full-time direct employment with CPF contribution)</small>		Employer's/Company's Name <small>(full-time direct employment with CPF contribution)</small>	
Billing company's name <small>(if different from employer name)</small>		Bill to Department e.g. Finance, Human Resource	
Billing company's address		Billing company's postal code	
Name of liaison person		Liaison person's contact number	
Liaison person's Email address			

<p>For <b>SME</b> companies only You may submit the below item with your application:</p> <ol style="list-style-type: none"> <li>1. A copy of EPJS (<a href="https://www.enterprisejobskills.gov.sg">https://www.enterprisejobskills.gov.sg</a>) with SME Declaration Status (Approved) (provide us the print screen that the organisation is verified by SSG as SME) <ol style="list-style-type: none"> <li>a) After login to EPJS Dashboard &gt; SME Status</li> <li>b) To click on profile icon indicating Company Name and UEN name</li> </ol> </li> </ol>	<p>If Applicable.</p> <p>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.</p> <p>The SME determined at the course run start date will be used.</p> <p>Any changes to SME status is prospective; there is no backdating of the effective date for SME status changes.</p>
<p>Additional Remarks (if any):</p>	
<ol style="list-style-type: none"> <li>1. We confirm that the applicant named herein is currently employed by us.</li> <li>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.</li> <li>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.</li> </ol> <p>_____ Name of authorised company personnel</p>          <p>_____ Signature of authorised company personnel</p> <p style="text-align: right;">_____ Date</p>	
<p><b>F. APPLICANT’S CHECKLIST</b></p>	
<p>Please attach the following documents.</p>	
<ol style="list-style-type: none"> <li>(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"> <li>• Email to <a href="mailto:cet@suss.edu.sg">cet@suss.edu.sg</a> with application form</li> </ul> </li> </ol>	

Please email the completed application form to [CET@suss.edu.sg](mailto:CET@suss.edu.sg).