

UNDERTAKING AND DECLARATION FORM

A. COURSE INFORMATION						
Course Title				Course start date		
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 INFORMATION						
Name as in NRIC				NRIC		
Address				Unit #		
Postal Code		Email Address			Contact number	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Nationality	<input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others (Please specify)		
Date of Birth			Race	<input type="checkbox"/> Chinese <input type="checkbox"/> Eurasian <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others (Please specify)		
Highest Educational Qualification			Current Employment Status	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed		
Current Company Name			Job Title	Salary (per month)	<input type="checkbox"/> \$2000 & below <input type="checkbox"/> \$2001 - \$2500 <input type="checkbox"/> \$2501 - \$3000 <input type="checkbox"/> \$3001 - \$4000 <input type="checkbox"/> \$4001 - \$5000 <input type="checkbox"/> \$5001 & 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

- Relevant to current job Taking on additional duties in current job Preparation for future job
- Employer recognition Other reasons (please specify) : _____

C. UNDERTAKING AND DECLARATION

1. In consideration of the grant of 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-sponsoring applicants: In the event that I fail to meet the Minimum Requirement, I will be liable for the total amount of the Course fee and I will forthwith pay Singapore University of Social Sciences (the "University"), without demand, the amount equivalent to the SSG and/or any government funding;
 - (c) For company-sponsored applicants: In the event that I fail to meet the Minimum Requirement and/or I cease to be employed by the company named in Section D 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, 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 outstandings 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 Course fees.
3. I agree that the University may collect, use and/or disclose my personal data provided in this form for matters relating to my Course enrolment, account servicing of course-related activities, reporting to funding or other relevant agencies/bodies/organisations, conduct of statistical research and surveys to administer, develop or improve the Course and for the conduct of the University's 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 events at the University 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 requests from prospective employers and other institutions of higher learning.

Signature of applicant

Date

D. COMPANY SPONSORSHIP INFORMATION (IF NA, LEAVE BLANK AND PROCEED TO PART F)

Company Name		Address			
Company registration number		Postal code		Telephone	
Name of liaison person		Liaison person's contact number			
Liaison person's Email address					

Additional Remarks

1. We confirm that the applicant named herein has been employed by us for not less than three (3) months prior to the date of this application.
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 we have paid all outstandings in full.

Name of authorised company personnel

Signature of authorised company personnel

Date**E. APPLICANT'S CHECKLIST**

Please attach the following documents.

- (1) 1 copy of NRIC (front and back) for Singaporeans and PRs, or "Employment"/ "S" Pass for foreign applicant

F. RELEASE OF LIABILITY AND INDEMNITY FORM

I, the undersigned, wish to participate in SkillsFuture for Digital Workplace on campus and at site visits (“Activity”), during which Activity is organized or endorsed by Singapore University of Social Sciences (the “University”).

I am fully aware that my attendance/participation in the Activity involves certain amount of risks (including but not limited to sustaining personal injuries and/or loss of life).

I hereby agree that:

- I will abide by the applicable rules and regulations (including safety precautions) established or prescribed from time to time by the University or its faculties, departments, or relevant organizations regarding participation in the Activity and/or the use of University’s and/or the host entity’s facilities.
- I will not hold the University, its officers, or any of its full-time or part-time staff responsible or liable in any way for, and that no action shall arise from, any loss or damage (including, without limitation and to the fullest extent permissible by law, personal injury or property damage) caused by or sustained as a result of my participation in the Activity and/or my use of University’s and/or the host entity’s facilities.
- I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses and any other liability arising in any way from my participation in the Activity and/or use of University’s and/or the host entity’s facilities, or resulting from any breach of my undertaking hereof.
- The University accepts no responsibility for the accuracy or content of any statements whether written or orally made by organizers or promoters of the Activity.
- Video footage, photographs and other images of participants of the Activity or users of University’s and/or host entity’s facilities, including myself, may be created and used by the University and/or its agents and assigns for any purpose, including display on websites and for any associated publicity activities. I consent to the creation and use of such images for these purposes.
- This release and indemnity shall be governed by Singapore law.

Signature:

Date:
