

**SHORT COURSE REGISTRATION FORM**

APPLICANT'S PARTICULARS			
Course Title	:		Course Date
			:
Name of Applicant	:		Designation
			:
Company	:		Department
			:
NRIC/ Passport No	:		Gender
			:
Address	:		
Email	:		Date of Birth
			:

ADDITIONAL INFORMATION FOR WSQ/SPUR COURSES			
Highest Qualification	:		Age
			:
Company Registration No	:		Employee No
			:
Remarks (State Special Needs of Learner)	:		
Salary Range	:	<input type="checkbox"/> Unemployed <input type="checkbox"/> Below S\$1,000 <input type="checkbox"/> S\$1,000 – S\$1,499 <input type="checkbox"/> S\$1,500 – S\$1,999 <input type="checkbox"/> S\$2,000 – S\$2,499 <input type="checkbox"/> S\$2,500 – S\$2,999 <input type="checkbox"/> S\$3,000 – S\$3,499 <input type="checkbox"/> Above S\$3,500	
No of Years of Working Experience	:		
Contact Person's Particulars: (Supervisor/ Manager/Others)	:		Email
			:
			Contact No
			:

APPLICANT'S SIGNATURE			
I confirm that all personal information given above is true to the best of my knowledge.			
Applicant's Signature	:		Date
			:
APPROVING OFFICER'S SIGNATURE			
Approval by supervisor / manager is only required for company sponsored applicants			
Name of Approving Officer	:		Signature
			:
Company Stamp	:		Date
			:

*Parkway College undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consent of the student.*

## Terms and Conditions

- Registration will only be confirmed upon receipt of registration form and full payment. Course fees are subjected to the prevailing Goods and Services Tax (GST).

### Company-Sponsored Applicants Only

- The company must be registered with the SDF EasyNet (<http://www.sdf.gov.sg/>) before making any course enrolment.
- If participants fails to meet at least 75% attendance and / or fails to sit for the examination or where SDF funding is not approved, the company is required to reimburse “**Parkway College of Nursing & Allied Health Pte Ltd**” for the SDF supported portion of the course fees.

### Withdrawal Policy

- Notice of withdrawal must be made in writing.
  - 100% Refund for notice received in 14 days or more
  - 75% Refund for notice received in less than 14 days
  - No refund for no show or non-attendanceReplacement of participants from the same organisation is permitted at no cost.

### Cancellation Policy

- Parkway College reserves the right to cancel or re-schedule the programme without prior notice and liability should unforeseen circumstances necessitate it.

### Mode of Payment

- By cash or please make Cheque payable to “**Parkway College of Nursing & Allied Health Pte Ltd**”.

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