

Application Form – Short Course

Course Applied : _____ Date: _____

PERSONAL PARTICULARS

Full Name (as in NRIC/Passport): _____ Gender M/F

NRIC/Passport/FIN: _____ Date of Birth (dd/mth/yr): _____ Nationality: _____

Mailing Address: _____

_____ Mobile: _____

Email: _____

To comply with the Personal Data Protection Act, we would like to seek your consent to use your personal data to update you with information about Orita Sinclair. If you wish to withdraw your consent, please indicate below:

[] I do not wish to receive any update from Orita Sinclair.

Health Declaration

a) Have you ever had or received treatment for psychological, depression or any other mental disorders? Yes No

If yes, please provide details: _____

b) Do you have any medical conditions?

Yes No

If yes, please provide details: _____

For official use only

Course Code: _____ Application No: _____

Course Fee Payable: _____ Registration Fee: \$30.00

Total Payable: _____

Short Courses – Terms & Conditions

1. Registration

- Registration can be done in person or by mailing the completed application form to:
Orita Sinclair School of Design and Music; 7 Pahang Street, Singapore 198608

2. Payment of Fees

- Payment of fee must be made in full upon registration to confirm your place
- Registration Fee is S\$30 (non-refundable)
- Payment can be made in cash, interbank transfer or cheque. Cheque should be made payable to Orita Sinclair School of Design, New Media and the Arts Pte Ltd
- For iBanking, transfer to DBS Current Account Name : Orita Sinclair School of Design, New Media and the Arts Pte Ltd; Current Account Number : 003-920510-4. Please indicate your name during the transaction and send receipt acknowledgement to ohm@orita-sinclair.edu.sg
- Cash payment can be made at Orita Sinclair, Mondays – Fridays, 9am – 6pm.

3. Course Confirmation

- Participants will be notified of the course status through letter and/or email one week before the scheduled course commencement date.

4. Course Cancellation/Postponement

- Orita Sinclair reserves the right to cancel or postpone any course at short notice. In the event the class is unable to proceed due to unforeseen circumstances, Orita Sinclair will process full refund of the course fees.

5. Replacement lessons

- There is strictly no replacement lesson, should participant absent him/herself from the course
- No transfer of course/classes or deferment is allowed upon commencement of the course.

6. Refund of fees

- Withdrawal requests should be made in writing with supporting and relevant documents to Orita Sinclair

Withdrawal before the course commencement date	Course fee will be refund after deduction of \$20.00 for administrative charges
Withdrawal on or after the course commencement date	No refund will be allowed

7. Certification

- Participants with at least 70% attendance will receive a Certificate of Participation

8. Personal Data Protection Act

- If you wish to withdraw your consent, please email to CindyChan@orita-sinclair.edu.sg or indicate in this application form. It will be deemed that you have given your consent if we do not hear from you.