

APPLICATION FORM – SHORT COURSES

Course Applied

Date

PERSONAL PARTICULARS

Full Name (as in
NRIC/Passport)

Gender

Date of Birth
(dd/mm/yy)

NRIC/Passport/FIN

Nationality

Mailing Address

Postal Code

E-Mail

Contact No (M)

Contact No (H)

DATA PROTECTION

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 OFFICAL USE ONLY

Course Code:

Application No:

Course Fee Payable:

Registration Fee:

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 and Music Pte Ltd
- For iBanking, transfer to DBS Current Account Name: Orita Sinclair School of Design and Music Pte Ltd; Current Account Number: 003-920510-4. Please indicate your name during the transaction and send receipt acknowledgement to maggie.ang@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 a 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 refunded after deduction of \$20.00 for administrative charges
Withdrawal on or after the course commencement date	No refund will be allowed

7. Certification

- The following certificates will be awarded to participants based on the fulfilment of the criteria

Certification Level	Attendance	Assessment
Certificate of Completion (Outstanding Performance)	At least 70% attendance	At least 80% overall mark
Certificate of Completion	At least 70% attendance	At least 50% overall mark
Certificate of Participation	At least 70% attendance	No submission

8. Personal Data Protection Act

- If you wish to withdraw your consent, please email to franklin@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.