

**Course Title:**  **Start Date:**

**Personal Particulars**

Full Name (as in NRIC/FIN/Passport)  Gender   
Date of Birth

NRIC/FIN/Passport No  Nationality

Mailing Address  Postal Code

Email  Contact No

**Programme Support Type (please tick where applicable)**

(Refer to <https://www.imda.gov.sg/imtalent/programmes/t-assist> for full details on the eligibility criteria)

Singapore Citizen or Permanent Resident  Aged 40 years old and above   
Organisation sponsored  SME  Non-SME   
Self-sponsored  Media Freelancer

**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 updates from Orita Sinclair.

**Declaration**

1. I declare that the details furnished above are true and correct to the best of my knowledge and belief.
2. I confirm that I have read and understood the terms & conditions specified on the next page.

Signature of applicant

## Short Courses - Terms and Conditions

### 1 Submissions

Registration can be done in person or by sending the completed application form to:  
Orita Sinclair School of Design and Music; 1 Kay Siang Road, #06-01, Singapore 248922 OR [admissions@orita-sinclair.edu.sg](mailto:admissions@orita-sinclair.edu.sg)

### 2 Registration Fees

- a. Payment of fee must be made in full upon registration to confirm your place
- b. Registration Fee is S\$50 (non-refundable)
- c. 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
- d. 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](mailto:maggie.ang@orita-sinclair.edu.sg)
- e. Cash payment can be made at Orita Sinclair, Mondays – Fridays, 9am – 6pm.

### 3 Confirmation of Registration

- a. Upon receipt of registration fees, applicants will be issued with a receipt for their registration fee and confirmation of their enrollment.
- b. Applicants will also be issued with an invoice for the course fees. All course fees must be paid before commencement of the course otherwise, applicants will be deemed to have withdrawn from the course.

### 4 Course Cancellation/Postponement

- a. 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

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

### 6 Refund of fees

- a. Withdrawal requests must be made in writing to the school before the commencement of the course. The applicable refund is shown in the schedule below.

% of the amount of Course Fees paid	Period in which student's written notice of withdrawal is received
100%	30 calendar days or more before the Course Commencement Date
80%	15 to 29 calendar days before the Course Commencement Date
50%	1 to 14 calendar days before the Course Commencement Date
0%	On or after the course commencement date

- b. The refund will be made via cheque or internet bank transfer as indicated by the applicant. Cheques will be mailed and bank transfers will be submitted to the bank within seven (7) working days of the applicant indicating their preferred mode of payment.

### 7 Certification

- a. Trainees who fulfill all the attendance and assessment requirements of the course will be awarded a Certificate of Completion. This will be in the form of electronic certificates issued within 2 weeks of the completion of the course assessment.

### 8 Personal Data Protection Act

- a. The collection of NRIC/FIN/Passport details is required for the submission of course enrollment details on the IMDA Infocomm Competency Management System (ICMS). All personal details and training records are kept for a minimum of 5 years in accordance with the school's confidentiality policy.
- b. If you wish at any point to withdraw your consent to use your contact information to receive marketing and promotional material, please email [franklin@orita-sinclair.edu.sg](mailto:franklin@orita-sinclair.edu.sg) or indicate in this application form.

#### **For official use**

Course code	<input type="text"/>	Application No	<input type="text"/>
Course fee payable	<input type="text"/>	Registration Fee	<input type="text"/>
		Total Payable	<input type="text"/>