

### COURSE REGISTRATION FORM

**PERSONAL PARTICULARS**

Name as per NRIC:		NRIC/FIN No:	
Company Name:		Nationality:	Race:
D.O.B:		Gender:	
Email Id:		Phone No:	

**COURSE DETAILS**

Course Name:			
Language Proficiency (Declared By Trainee/Authorised Person): <LANGUAGE>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Entry Requirement:	<input type="checkbox"/>		

**INFORMATION FOR UPLOADING (ALL FIELDS ARE COMPULSORY)**

DESIGNATION		
<input type="checkbox"/> Legislators, Senior Officials and Managers	<input type="checkbox"/> Agricultural and Fishery workers	
<input type="checkbox"/> Professional's	<input type="checkbox"/> Production Craftsmen & related workers	
<input type="checkbox"/> Associate Professionals and Technicians	<input type="checkbox"/> Plan and Machine operators and assemblers	
<input type="checkbox"/> Clerical workers	<input type="checkbox"/> Cleaners, Labourers and Related workers	
<input type="checkbox"/> Service Workers and Market Sales Workers	<input type="checkbox"/> Workers not classified by occupation	
EDUCATIONAL LEVEL		
<input type="checkbox"/> WSQ Higher Certificate	<input type="checkbox"/> Bachelor of Engineering	<input type="checkbox"/> ITE Skills Certification (ISC)
<input type="checkbox"/> Polytechnic diploma	<input type="checkbox"/> Primary PSLE	<input type="checkbox"/> A' Level or equivalent
<input type="checkbox"/> Professional qualification/other Diploma	<input type="checkbox"/> Lower Secondary	<input type="checkbox"/> NITEC/Post Nitec
<input type="checkbox"/> WSQ Diploma	<input type="checkbox"/> N' Level or equivalent	<input type="checkbox"/> Higher Nitec
<input type="checkbox"/> WSQ specialist Diploma	<input type="checkbox"/> O' Level or equivalent	<input type="checkbox"/> Master Nitec
<input type="checkbox"/> WSQ Certificate		<input type="checkbox"/> No formal Qualification
Monthly Salary : _____ (Singapore Dollars)		

**FORM OF INDEMNITY**

Please review the list below and indicate in the tick boxes if you suffer from any of the following medical conditions.					
Description	Yes	No	Description	Yes	No
Heart disease / chest pain			Impaired limp function		
High blood pressure			Alcohol or drug dependence		
Epilepsy, fits, blackouts			Psychiatric illness / Counselling		
Fear of heights / Vertigo			Diabetes		
Giddiness / difficulty with balance					
If others, please mention here : _____					

**DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge

<b>Student Name:</b>
<b>Student NRIC:</b>
<b>Student Signature:</b>
<b>Date:</b>

**PDPA CONCERN**

DECLARATION OF PERSONAL DATA PROTECTION ACT (PDPA) CONSENT			
<b>(For more information on Personal Data Protection Act (PDPA) Consent please refer Page 2)</b>			
I certify that the all the facts stated above are true and correct to the best of my knowledge and belief. I have read, understood and agree to the details given page 2 of this document. I am also aware that my name, email and mobile number will be given to SSG for TRAQOM evaluation purposes and other related Government Authorities. Also I hereby consent to allow Eversafe Academy Pte Ltd to collect and also to receive Marketing and promotional information from Eversafe Academy Pte Ltd via direct mailers/electronic direct mailers, SMS/MMS, WhatsApp messages, voice calls/phone calls, faxes and social media on/at mailing address/email address and contact numbers and use, disclose and process the data I have provided above in this application form. I give my concern to Eversafe Academy Pte Ltd to do all of the above. Thank You			
Use for both Government regulatory & Eversafe's Promotions	<input type="checkbox"/>	Use only for Government Regulatory	<input type="checkbox"/>
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

## EVERSAFE ACADEMY PTE LTD Terms of Services

### REGISTRATION AND PAYMENT

#### **1. REGISTRATION AT OUR OFFICE OR BY POST**

- Walk-in application can be done at our office by submitting the completed course application from together with payment by cash or cheque only.
- Application by post is to be accomplished with cheque made payable to Eversafe Academy Pte Ltd. Payment for all courses, please send it to 2 Kampong Kapur Road, Singapore - 208674

#### **2. REGISTRATION BY FAX**

- Course Application form for all courses, please fax it to Fax: 62978617
- Registration is on a first-come-first-serve basis, and will close when the class is full. Please note that Eversafe Academy Pte Ltd. reserves the right to restrict this course to participants with suitable and relevant qualification and experience.
- Please issue different cheques for different courses or batches. Foreign cheques are not acceptable. Receipt / invoice for cheque payment will be issued upon request.

#### **3. ONLINE REGISTRATION**

- Email : [training@eversafe.com.sg](mailto:training@eversafe.com.sg) Website : [www.eversafe.com.sg](http://www.eversafe.com.sg)

#### **4. CANCELLATION / REFUND PROCEDURE**

- The Accountant shall process all approved course fee refunds.
- 80% of the course fee will be refunded, if cancellation is done more than [3] days before the Course Commencement Date
- 50% of the course fee will be refunded, if cancellation is done before, but not more than [3] days (Within 3 days) before the Course Commencement Date.
- 0 % will be refunded if the trainee fails to attend after, but not more than [1] days (same day) after the Course Commencement Date (same day) after the Course Commencement Date
- 0 % will be refunded if the trainee fails to attend the course on the commencement date or discontinues mid-way through the course. More than [1] days after the Course Commencement Date
- 0% to 100% may differ from case to case with valid reason and the Management's consideration.
- 100% will be refunded if the student wishes to cancel his booking due to the non-delivery of the course as per the course commencement date.
- 100% will be refunded if the student wishes to withdraw his booking within the cooling-off period only for PEI courses. (The PEI will provide the student with a cooling-off period of seven (7) working days after the date that the contract has been signed by both parties).
- Processing time for approved refunds is seven working days.

#### **Cancellation / Changes to Course Dates**

Eversafe Academy Pte Ltd reserves the right to cancel or postpone any course due to unforeseen circumstances.

#### **5. APPEAL POLICY**

- Students who have not passed their module/course may submit an appeal for review via online (FRM-009 Results Appeal Form) from their student portal.
- This appeal must be submitted within 7 working days from the release of exam results, together with payment of the required fee.
- The Result Head passes the Appeal Form to the Operations Manager, who in consultation with the Academic Manager / Management, then appoints another marker(different from the first marker) to re-evaluate the student's paper.
- The Academic Manager / Designated person then submits the original mark, the student's appeal and his reasons given, and the second mark given by the second independent marker to the Exam Board for decision.
- The Exam board decision will be communicated to the student in person by the Academic Manager or designated person in his absence and Administrative Manager oversees the records of appeal updated with the help of result head.
- Eversafe Academy releases the appeal results within 4 weeks from the official date of release of the exam results.

#### **6. CERTIFICATE**

- A certificate is issued to those who successfully completed the course (except for all workers course, a pass is issued).
- All certificates or passes must be collected within the stipulated time given by different authorities. Thereafter, they will be discarded.

#### **7. PERSONAL DATA PROTECTION ACT (PDPA) CONSENT**

In compliance with the Personal Data Protection Act 2012 ("PDPA"), we at Eversafe Academy Pte Ltd take our responsibilities under Singapore's PDPA seriously. We also recognize the importance of the personal data you have entrusted, or are entrusting to us and believe that it is our responsibility to properly manage, protect and process your personal data.

During your course of dealing with us, we may have, and/or will collect, use, disclose and process your personal data for purposes, including, to communicate with you, process your applications for personal or corporate or safety training, respond to your enquiries or complaints, provide you with information offered by Eversafe Academy Pte Ltd via SMS, MMS, WhatsApp messages, phone calls, faxes, postal mail and social media. The personal data also will be used to:

- a) Updating of training data base for reporting to the Singapore Ministry of Manpower
- b) Updating of training data base for reporting to the SSG.

As Eversafe Academy Pte Ltd is committed to safeguarding your personal data in compliance with the PDPA, we seek your express consent to collect, use, disclose and process your personal data provided in the application forms to process your applications for personal or corporate or safety training, respond to your enquiries or complaints, provide you with information offered by Eversafe Academy Pte Ltd via SMS, MMS, WhatsApp messages, phone calls, faxes, postal mail and social media.