



# Individual Booking Form

(For WSQ Course)

Please complete the required information and return this form via email.

|  |   |
|--|---|
| Delegate(s) Full Name:<br><i>(As in Passport/NRIC, please underline Surname)</i> |   |
| Home Address:  |   |
| Home Phone No:<br><i>(incl. country code, e.g. +65 for S'pore)</i>               | Mobile No.:<br><i>(incl. country code, e.g. +65 for S'pore)</i> |
| Email Address:   |   |
| Date of Birth:<br><i>(DD/MM/YYYY)</i>  | Race:   |
| ID No/ Passport No:  |   |
| Citizenship/ Residency:<br><i>(SC/SPR/Others)</i>                                |   |
| Highest Education Level:   | Salary Range:   |
| Company Name & Job Designation:  |   |

| COURSE DETAILS     |
|--------------------|
| Course Code/Title: |
| Course Date:       |

| In Case of Emergency, please contact: |               |
|---------------------------------------|---------------|
| Name:                                 | Relationship: |
| Contact No:                           |               |

€ I would like to join the recruiting database. Please contact me for the future jobs / project openings.

I, hereby, declare that the above information is accurate. I understand that Assets Training & Technical Services Pte Ltd (ATTS) has the rights to reject my application if any information is missing or inaccurate. ATTS reserves the right to change the dates, time, venue and trainers of the training scheduled due to circumstances beyond its control. I agree to participate in any survey administered by ATTS on behalf of WDA and/or any party for any purpose in connection with training courses. I understand that I will be liable for the total course fees without SSG funding if I do not achieve the 75% attendance or fail to sit for required assessment and/ or fail to pass all required assessment.

**Data Protection Act Policy:**

By signing this registration form, you agree that Assets Training & Technical Services Pte Ltd may collect, use and disclose your personal data as provide in this application form in accordance with the Personal data Protection Act 2012 and our data protection policy is available at our website : [www.atts-asia.com](http://www.atts-asia.com)

By signing the form, I /we have acknowledged the Terms and Conditions on page 2.

\_\_\_\_\_  
Signature/Company Stamp:

\_\_\_\_\_  
Date:

**TERMS & CONDITIONS:**

**Funding (If applicable)**

Singaporeans/Permanent Residents (PR) may enjoy government funding for selected courses.

All applicants, individual and/or company sponsored must attain a minimum attendance of 75% in the course, attempt all assessments and be certified competent in order to be eligible for the funding. Failing which the individual or the employer is liable to forfeit the grant and bear the full course fees.

Types of Funding available: -

- SkillsFuture Credit (SFC) is available for selected programmes
- UTAP Funding is available for NTUC members for selected programmes
- Maritime Cluster Fund (MCF) – Maritime and Port Authority of Singapore for selected STCW programmes only
- Workfare Training Support (WTS) available for selected programmes
- SkillsFuture Mid-Career Enhanced Subsidy (MCES) available for selected programmes.

For any funding application rejected by any agencies due to any reasons, the applicant is liable to pay the balance of the course fee (i.e. the potential funding amount) to ATTS.

**Cancellation/ No Show Policy**

Once registration is confirmed, any cancellation must be made in writing.

**Substitution:**

At least 05 working days' notice is received via email (enquiry@atts-asia.com) for the substitution of candidate for the same course and same date.

**Cancellation:**

The following cancellation charges will apply if the written notice is received before the course: -

- Over 10 working days: 0% of course fee
- 6 – 10 working days: 50% of course fee
- 0 – 5 working days: 100%

Administration fee of S\$100.00 per person will be charged for the refund of course fee paid. All bank charges will be borne by the candidates / companies. In the event of ATTS cancelling a course, liability will be limited to the refund of the course fee only if paid.

**No Show /Non-Attendance**

No refund will be made for non-attendance on the course. Non-attendance includes, failure to cancel your booking; cancelling your booking after the close of normal office hours on the last working day before the course; failure to attend the course, and; informing us of cancellation following the start of the course.

**Course Cancellation, Changes & Modifications**

ATTS course schedules, including course trainer, course fees and course availability are subject to change.

ATTS reserves the right to cancel or postpone any course at short notice; & at its absolute discretion without assigning any reason for such cancellation/postponements. In the event that the applicant's chosen course is cancelled prior to its commencement, ATTS will make a full refund of course fees already paid by the applicant.

**Replacement of missed classes**

There will be strictly no replacement lessons for missed classes.

**Certification Process**

- Processing time is 4-6 weeks after completion of course
- Certificates will be sent to the company for delegates under company sponsorship
- All payment must be settled before issuance of the certificate.
- Certificates for short courses will be issued to participants who have achieved at least 75% attendance.
- In order to receive the CompEx Core Competency Certificate the candidate must pass the entry eligibility criteria and both a written examination and a practical assessment.
- All candidates will have to sign the attendance list for every lesson they attend.
- ATTS reserved the right to hold candidate' certificate if there is a pending amount in the account.

**Consent for Photography and Videos**

Photographs(s) or video image(s) of candidate may be captured during training. The center may use and publish such photographs on ATTS's website, social medias and other communication channels.

**Sharing of Contact Information**

ATTS will share your contact information only with those who really need it in order to perform their tasks and duties, and to third parties with a legitimate business need ie. Job / New project opportunities.

**Limited Liability Clause**

ATTS's officers, agents and employees shall not be liable for any loss, damages and/or injury, including loss of life, which candidates of our courses may suffer arising out of or in connection with our courses, whether the loss, damage and/or injury was suffered on any of ATTS's premises or at any other venue(s) in connection with our courses.