

COURSE INFORMATION

Course Title : _____
 Course Duration : _____

APPLICANT'S PARTICULARS

Please tick the appropriate box when completing this section

Citizenship*		Race*		Qualifications*	
Singapore Citizen		Chinese		No Formal Education	
Singapore PR		Indian		Primary	
Others		Malay		Secondary	
Please Specify:		Others		Post-Secondary	
				Diploma	
				Bachelor's Degree	
				Master's	
				Doctorate	

Full Name (as in NRIC / Passport) * : Ms / Mr / Mrs / Dr _____
 NRIC / FIN / Passport No * : _____ Date of Birth * : DD / MM / YYYY
 Gender * : FEMALE / MALE _____ Occupation * : _____
 Contact Number (Home) * : _____ Contact Number (Mobile) * : _____
 Email Address * : _____

Have you enrolled in any LASALLE Short Courses within the last 3 years?
 (If yes, please indicate the course title and duration below)

☐ Yes

☐ No

Course Title : _____ Duration : MM / YYYY

PERSONAL DATA PROTECTION ACT

By registering for Short Courses, I consent to receive information that I am interested in, such as updates relating to Short Courses. I also consent to receive information from LASALLE via phone call, mobile message, and/or email. I understand that I will receive calls or mobile messages from LASALLE College of the Arts even if I have registered with the Do-Not-Call (DNC) Registry. If you wish to withdraw your consent, please check the box below.

☐ I do not wish to receive any updates from LASALLE College of the Arts

COMPANY SPONSORSHIP

Please complete this section if you would like us to invoice / e-invoice your company

Company Name : _____
 Company Address : _____
 Invoice Attention to : _____ Designation : _____
 Email Address : _____ Contact Number : _____

E-Invoicing Details (for Government Agencies)

Ministry / Statutory Board : _____ Attention to : _____
 Department : _____ Sub-Bu Code : _____

PAYMENT INFORMATION

Please select where applicable

- ☐ National Silver Academy (Applicable for Singaporeans aged 50 years and above) *No further discount is applicable if selected.*
☐ SkillsFuture Credits (Applicable for Singaporeans aged 25 years and above) Please specify amount : _____
☐ I am LASALLE FT / fractional staff (50% disc) / current, alumni & returning SC students (10% disc)

Please provide staff/student card upon submitting application. For Returning short courses student, you are required to provide a copy of your certificate of participant for verification. A full fee applies should you unable to provide the necessary document. A small fee of **\$S12.00** applies if you require us to retrieve such evidence from our records.

NOTE: 10% discount is not applicable for those signing up for course(s) in the Youth Class category and those marked with an asterisk*.

Payment Mode

- ☐ Cash ☐ Credit Card / Debit Card ☐ Cheque ☐ Company Invoice / E-invoice

NSA Amount : _____ SFC Amount : _____ Payable Amount : _____

DECLARATION

I confirm that the information given in this form is correct and complete to the best of my knowledge. I have read and understood the **important information**. I acknowledge that LASALLE reserves the right to change any matters pertaining to the courses without prior notice.

For National Silver Academy (NSA) Approved courses

I am a Singaporean, aged 50 years and above and is eligible for NSA funding. I consent to my personal data being collected, disclosed to, and used by C3A and its relevant partners, for purposes that shall include but not limited to the following: course administration, keeping me informed of relevant information on programmes, research and other publicity relating to active ageing (via sms, email and/or other moders of communication, whether mobile electronic or otherwise), as well as for statistical studies, comparison, research and/or other related use. Do note the photography and videos may be taken during the course for publicity purposes.

I understand that I may update my personal data or withdraw my consent at any time by emailing dataprotection@c3a.org.sg. C3A's privacy policy may be viewed at www.c3a.org.sg.

I understand that the funding applies to a maximum of 3 LASALLE Short Courses for the current calendar year.
 If my declaration is inaccurate, I will reimburse the funded fee.

Signature :

Date :

FOR OFFICIAL USE (FINANCE DEPARTMENT)

☐ Paid Amount : _____ Date : DD / MM / YYYY
 Receipt No : _____
 Officer : _____ Signature : _____

IMPORTANT INFORMATION

1. REGISTRATION

- 1.1. All applicants are required to read and understand the terms before signing and submitting the application form. All applicants are bound by the Terms, either upon submission of the application form; or/and when LASALLE accepts the application and notifies you that we are able to provide the courses; based on whichever is earlier.
- 1.2. Applicants who apply for the wrong course or have made a mistake in the application are required to notify Short Courses staff in writing. Short Courses will only accept responsibility for statements and representations made in writing by our authorized employees.

2. FEES

- 2.1. Full payment of the course fees must be received prior to commencement of the course. Your place on the course(s) cannot be guaranteed until full payment is received.
- 2.2. All fees stated are inclusive of GST.

3. MODE OF PAYMENT

- 3.1. **Online.** Fees can be paid by credit / debit card.
- 3.2. **In-person.** Fees can be paid by cash / credit / debit card / cheque at the Finance Counter, Block E, Level 2 during office hours from Mon – Fri, 9:00am – 3:00pm (except Public Holidays)
- 3.3. **Post.** Payment by cheque / bankdraft is also accepted and has to reach LASALLE Short Courses office one week before class commencement day. Please make all cheques / bankdrafts payable to "LASALLE" and post it to: Attn: Short Courses @ LASALLE, LASALLE College of the Arts, 1 McNally Street, Singapore 187940. Kindly indicate your name, contact number and course title on the back of the cheque. Please DO NOT send cash cheques.
- 3.4. **Invoice.** For company sponsored applicant(s), and if invoice is required, applicants are to write to Short Courses on your company's letterhead with the application form. Applicant's place on the course is not confirmed until full payment has been received. Payment is required within 30 days of the date of invoice or as specified. Discounts are not applicable for courses paid through invoice.
- 3.5. **SkillsFuture Credit.** Those who opt to use their SkillsFuture Credit are required to submit their claim under the Pay-to-Training Provider (TP) mode* up to 60 days before the course start date.

Applicants are required to provide the following supporting document when making SkillsFuture Credit claims.

1. Tax Invoice and / or
2. Official Receipt

Failing to do so will cause delay and/or rejection of claim. All SFC approved claim notification(s) have to reach LASALLE no later than 14 working days before the course start date.

Training provider (TP) mode - Direct offset of SkillsFuture Credit against qualifying fee up to maximum credit balance.* Strictly NO substitution or transfer is allowed if you have opted to use SkillsFuture Credit.

4. ELIGIBILITY

- 4.1. Anyone aged 18 and above, or otherwise stated within the course outline.'

5. DISCOUNT

- 5.1. LASALLE alumni, current students, part-time staff and returning Short Courses participants are entitled to a 10% discount except for courses marked with an asterisk '*' and ALL Youth Classes.
- 5.2. LASALLE full-time staff and their immediate family members are entitled to a 50% discount except for courses marked with an asterisk '*' (conditions apply) and ALL Youth Classes.
- 5.3. 'Returning Student' refers to participant who has successfully attended and completed a LASALLE Short Courses programme and has received a Certificate of Participation.
- 5.4. First-time applicant is not eligible for discount when registering for two courses at the same time. Participants are required to complete their first signed-up course before applying for the subsequent course(s) if they wish to enjoy the discount.
- 5.5. Participants need to provide valid staff / student card / certificate upon submitting application. Returning Short Courses students are required to provide a copy of the past-attended Certificate of Participation for discount entitlement.
- 5.6. A full course fee applies should you unable to provide us with the necessary documents. An administrative fee of \$12.00 applies should you require LASALLE to retrieve such evidence from our records.
- 5.7. Special Package Fees are strictly applicable only upon registration. Should you sign up for the first level of a multilevel course, and wish to continue to the second or/and third level, you will be entitled to a 10% discount for the progressing levels.
- 5.8. No further discount and /or Special Package Fee is applicable if using the National Silver Academy funding.

6. CLOSING DATE OF APPLICATION

- 6.1. Closing date for application is five working days prior to the scheduled commencement date, and / or when the class has been fully subscribed, whichever earlier.

7. LATE APPLICATIONS

- 7.1. Should there be low applications for a course, the course will still be open for application to the public right up until the course start date.
- 7.2. Late applicants are required to confirm their place in the course by telephone or email. If, however, applicants do not receive confirmation with 24 hours of application, it is their responsibility to check on the application status, by contacting the Short Courses Office at 6496 5066.

8. OVERSEAS APPLICATIONS

- 8.1. Please check with Short Courses staff via email/phone to ensure that your place in the course is confirmed and the course is running before making any travel arrangements. Short Courses is not liable for travel or accommodation costs in accordance with clause 9.4.
- 8.2. Fees and refunds are payable in Singapore Dollars. Short Courses is not liable for any losses incurred as a result of currency fluctuations or exchanges.

9. CANCELLED CLASS

- 9.1. Please note that all Short Courses require a minimum number of applicants to start a course and may be cancelled if there are insufficient applications.
- 9.2. Short Courses reserves the right to amend or cancel courses, change course locations and substitute lecturers or tutors.
- 9.3. Short Courses staff will make every effort to inform you of the cancellations via email or phone three days prior to the commencement of the course and you will have the option of transferring to another Short Course or have a full refund of the paid fees.
- 9.4. LASALLE will not be liable for any losses (including, but not limited to, travel and accommodations costs) arising as a consequence of any modification, cancellation of courses or timetabling constraints as set out above and beyond the cost of the course fee.
- 9.5. Special Package Fee: In the event the second and/or third levels of the course does not commence, Short Courses will make every effort to inform you and arrange that you be transferred to the next available session. However, if you wish to opt for a refund, the full course fee applies for the course(s) that has commenced. For example: Fashion Illustration Special Package Fee is \$850 minus \$480 (full fee of Fashion Illustration I) equals \$370.

10. WITHDRAWAL & REFUNDS

- 10.1. LASALLE will not accept requests for refunds for any Short Courses on or after the course commencement date. There are no exceptions whatsoever to this policy.
- 10.2. Withdrawal requests must be made in writing to the Short Courses Office up to three days before the course commencement date.
- 10.3. Requests will be assessed and processed based on the following refund guidelines:
 - A 100% refund if receipt of student's written notice of withdrawal is received seven working days before the course commencement date, less an administration charge of \$40.00.
 - A 50% refund if receipt of student's written notice of withdrawal is received three working days before the course commencement date, less an administration charge of \$40.00.
 - A 0% refund if receipt of student's written notice of withdrawal is received less than three working days before the course commencement date.
 - Strictly 0% refund for missed class(es). No Show or withdrawal on the day or after the course has started.
- 10.4. Special Package Fee Applicant: In the event, you wish to withdraw from the remaining level(s), the full course fee applies for the course(s) that has commenced. For example: Fashion Illustration Special Package Fee is \$850 minus \$480 (full fee of Fashion Illustration I) the refund applicable to you is \$338* (less administration charge of \$40.00).

11. SUBSTITUTION

- 11.1. You may transfer your enrolled space to a substitute student if you are unable to attend a course; the latest transfer date is one week before course commencement.
- 11.2. All substitution cases must be made in writing to the Short Courses Office. A \$40.00 administration charge is payable for each substitution.
- 11.3. Substitutions cannot be accepted after the course has started.

12. TRANSFERS

- 12.1. You may transfer onto a course up to two weeks before the course commencement date.
- 12.2. Transfer requests must be made in writing to the Short Courses Office. A \$40.00 administration charge is payable for each transfer.
- 12.3. Transfers are not allowed once a course has started.

13. NON-ATTENDANCE

- 13.1. Non-attendance due to illness, personal and professional reasons does not give rise to the right to refund, extra course hours or course transfer.

14. CERTIFICATION

- 14.1. A minimum achievement of 80% attendance is required for participants to receive a Certificate of Participation.
- 14.2. Certificate of Participation entitles returning participants to a 10% discount of Short Courses fees.
- 14.3. Discount is valid for three years from the date of Certification. Re-printing of misplaced Certificate is chargeable at \$12.00 for each course

15. MATERIALS

- 15.1. Course fee does not include materials and/or refreshments, unless otherwise stated. Please refer to the required materials list corresponding to the course(s) you enrolled for.

16. ENGLISH

- 16.1. All classes are conducted in English.

17. PHOTOGRAPHY & VIDEOGRAPHY

- 17.1. Due to copyright and privacy policies, and respect for other participants, the use of audio and/or visual recording equipment is not permitted at any point during the course.

18. HEALTH & SAFETY

- 18.1. Participants are required to wear appropriate clothing and footwear for all practical classes. This will be discussed on the first day of class; please refer to the required material list for further information. Participants who fail to comply with health and safety rules are not allowed to participate in practical classes.
- 18.2. LASALLE is not liable for any loss, damage, death, injury, disability and any loss or damage to property or person from any cause in connection to Short Courses and their related activities.

19. CONFIDENTIALITY

- 19.1. All information written in the application form will be treated with strict confidentiality.