

NATIONAL TRAINING & PRODUCTIVITY CENTRE

ADMISSION FORM

IMPORTANT NOTE

- Please complete all sections of this form
- Attach the following documents:
 - Clear copy of Birth Certificate
 - Clear copy of Joint Card/TIN Letter

Section A - Personal Details			
Family Name (Surname)			Title (Mr./Mrs./Ms)
First Name		Other Given Names	
Mailing Address			
Phone No.	Mobile	Work	
Email Address			
Emergency Contact	Name Phone No.	Relationship	

Section B – Course Details			
Course Title			
Dates	Start:		End:
Venue			

Section C – Sponsors Approval (for sponsored participants only)			
Sponsors Name: (Registered)		Business Address:	
Postal Address:		Business TIN:	
Email Address		Phone Contact:	
Approval	<p>I hereby confirm that I am an authorized officer of the above-mentioned employer to nominate this staff to attend the course mentioned on this form. We will pay the full fees for this course once the invoice is received.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>		

(Please complete Sections D, E, and F Overleaf)

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Section D – Payment Details (please circle or tick the correct option)

Cash
completed)

FNPF

Sponsored (Ensure section C above is

Section E – Withdrawal from Course

- Complete the Course Withdrawal Form and submit it to the relevant customer service officer in the event of withdrawal from any course, 5 days before the commencement of the course.
- For any withdrawal outside this period, a penalty equivalent to 50% of the tuition fee or amount proportionate to the amount of service rendered shall be charged, whichever is higher. Those students sending applications within 5 days of course commencement will be subject to this penalty should they wish to withdraw from the course after admission.
- A failure to withdraw does not cancel or nullify the fee/charge due to the University.
- The enrolment fee (charged for undergraduate courses only) is non-refundable.

Section F – Declaration

Declaration by Applicant

I hereby declare that I have read and understood the conditions of admission into the course. I also certify that the information on this form is correct and complete and accept the conditions set herein. I acknowledge that the provision of incorrect information relating to my application may result in the cancellation of my admission.

Applicant's Signature:.....Date: