

# 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				
<b>Family Name (Surname)</b>			<b>Title (Mr./Mrs./Ms)</b>	
<b>First Name</b>		<b>Other Given Names</b>		
<b>Mailing Address</b>				
<b>Phone No.</b>	Mobile	Work		
<b>Email Address</b>				
<b>Emergency Contact</b>	Name Phone No.		Relationship	

Section B – Course Details				
<b>Course Title</b>				
<b>Dates</b>	<b>Start:</b>		<b>End:</b>	
<b>Venue</b>				

Section C – Sponsors Approval (for sponsored participants only)			
<b>Sponsors Name: (Registered)</b>		<b>Business Address:</b>	
<b>Postal Address:</b>		<b>Business TIN:</b>	
<b>Email Address</b>		<b>Phone Contact:</b>	
<b>Approval</b>	<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><b>Name:</b> _____</p> <p><b>Signature:</b> _____ <b>Date:</b> _____</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: .....