

COURSE REGISTRATION FORM

Course Title : _____

Course Date(s) : _____

Please tick where applicable

☐ Company Sponsored ☐ Self Sponsored

(FOR COMPANY-SPONSORED TRAINEES)

Name of Trainee (as in NRIC / Passport)	Designation	Department	Email Address
(Mr/Mrs/Ms)			
(Mr/Mrs/Ms)			
(Mr/Mrs/Ms)			
Company Name:			
Address:			
Contact Person:		Designation:	
Tel No.:	Mobile No.:	Email:	
This is to certify that the information provided in this form is true and correct			
_____ Signature of Company Representative		_____ Company Stamp	_____ Date of Application

(FOR SELF-SPONSORED TRAINEE ONLY)

Name of Trainee (as in NRIC / Passport)	Designation	Department	Company Name
(Mr/Mrs/Ms)			
Home Address:			
Email:		Mobile No.:	
This is to certify that the information provided in this form is true and correct			
_____ Signature		_____ Date of Application	

Payment:

Payment can be made in the form of cheque, bank transfer or PayNow. All cheques to be crossed and made payable to **Quality LearningHub & Consultancy Singapore** and mail it to Quality LearningHub & Consultancy Singapore, 22 Sin Ming Lane, #06-76 Midview City, Singapore 573969. Payment must be received at least 7 working days prior to the commencement date of the course.

Cancellation Policy:

All notice of withdrawal must be given in writing before the issuance of letter of confirmation. Once confirmation letter is sent, no cancellation will be allowed or penalty charges will apply. In the event that the initial delegate is unable to attend the training, a substitute delegate may be sent. A 30% of the course fee will be imposed if the notification of cancellation is received less than 7 working days prior to the commencement of the course. No refund will be made if cancellation is received on or after the course commencement date. Quality LearningHub & Consultancy Singapore reserves the right to cancel or postpone the training session due to unforeseen circumstances.