**Course Enrolment Form**

1. **Company** *(For individuals without company details, fill in your name and contact number)*

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Company UEN |  |
| Contact Person Name |  | Contact person number |  |
| Company Email or personal email (for individuals) |  | | |

1. **Course Application (All courses are conducted in English)**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Course Fee per student  (+ GST) | No of Students | Course Date |
| **Work At Height** | | | |
| Work At Height Worker (1 day) | S$88 |  |  |
| Work At Height Supervisor (1.5 days) | S$280 |  |  |
| **Work At Height Rescue** | | | |
| Rescue after a Fall Basic (1 day) | S$300 |  |  |
| Rescue after a Fall Intermediate (1 day) | S$420 |  |  |
| **Personal Fall Protection** | | | |
| Personal Fall Protection Equipment Inspector (1 day) | S$290 |  |  |
| **Tower Climbing** | | | |
| Basic Tower Climbing (1 day) | S$450 |  |  |
| **Confined Space Rescue** | | | |
| Confined Space Entry and Rescue Basic (1 day) | S$300 |  |  |
| Confined Space Entry and Rescue Intermediate (1 day) | S$420 |  |  |
| **bizSafe** | | | |
| bizSafe 2  Develop a Risk Management Implementation Plan (2 days) | S$320 |  |  |
| **Design For Safety** | | | |
| Design for Safety (4 hours) | $150 |  |  |
| **Total amount (excluding GST)** | **S$** | | |

1. **Mode of Payment**

Select Mode of Payment (Click on the checkbox ☐ )

|  |  |  |
| --- | --- | --- |
| **Cash** |  | Make payment at Asretec Training Centre |
| **NETS** |  | Transact at Asretec Training Centre |
| **PAYNOW** |  | UEN: 200608826W (Comment: Invoice Number) |
| **Cheque** |  | Payable to Asretec Pte Ltd. Mail to 10S Enterprise Rd S627676 |
| **Wire Transfer** |  | DBS Bank Ltd Account Name: Asretec Pte Ltd Account Number: 008-900987-7  SWIFT Code: DBSSSGSG |
| **Applying for Skills Future Credit** |  | Course Eligible  Develop A Risk Management Implementation Plan (BizSafe 2)  Confined Space Entry & Rescue Course  Personal Fall Protection Equipment Inspector Course  Work at Height Supervisor Course  Rescue After a Fall |

1. **Students Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NO | Full name in capital letters as found in NRIC, Work Permit or Passport | NRIC / FIN  (indicate one of the following) NRIC - Pink  NRIC - Blue  FIN | Student’s Email Address | Student’s Contact Number | Student’s Date of Birth | Language Proficiency  Able to read and write in English Enter Yes/No |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |
| Remarks: | | | | | | |

1. **Terms and Conditions**

**Courses**

* All courses and assessments are conducted in English. All students should be able to speak, read and write simple English.
* In the event where Asretec reschedules a confirmed course, we would suggest alternatives for your consideration. If the alternatives are rejected, any payment made will be fully credited.
* Students who arrive late for 1 hour or more, will be cancelled from the course.

**Attendance using Singpass**

* All attendance will be administered using Singpass.
* All students are to ensure that a valid Singpass is with them on their mobile devices.
* Attendance for all courses is 100% including e-learning

**Mode of receipt**

* Students who have successfully completed the course will be issued with Course Card and E-Certificates.
* Cards can be collected on the same day as the course after course payments have been made.
* E - Certificates will be sent via email within 02 - 07 working days from the date of the course.

**Payment**

* All payment must be made before commencement of class. Course reservations are only confirmed upon receipt of payment.
* Once the course is confirmed, a Confirmation email and/or invoice will be sent stating the final payment due date. It is the responsibility of the client to ensure Asretec receives the payment by the due date. Failure of which may result in the students(s) not being allowed to join the course.
* Asretec reserved the rights to withhold the test result and certificates until full payment has been made.
* Payment made via credit card is subjected to additional charges of 3.9% + S$0.50 of the total bill.
* All charges are subjected to 7% GST.

**Amendment & Changes to course dates**

* All changes must be made in writing.
* Certain changes may not be made or accepted within 7 working days of the schedule course date.
* Asretec reserve the right to charge an administrative fee ranging from S$20- S$50 per delegate depending on the magnitude of the change.

**Cancellation & Refund**

The following cancellation charges shall apply:

* 15 - 30 working days: 25% of course fee.
* 08 - 14 working days: 50% of course fee.
* 07 working days or less: 80% of course fee.
* No show of delegate: 100% of course fee.

**Replacement of documents**

* Soft Copy Certificate: Free  
  Hard Copy Certificate: S$50 per copy.
* Photo Identity card: S$50 per copy.

**Personal Data Protection**

* By completing this form, the applicant agrees to Asretec's utilization of their Personal Data for submissions to SkillsFuture Singapore (SSG), Ministry of Manpower (MOM), and other Government Regulatory Bodies.
* The applicant also consents to the usage of their Personal Data for Marketing Purposes.

1. **Learning Contract**

I hereby acknowledge that by signing this learning contract, I affirmatively agree to all the terms and conditions outlined in Paragraph 5.

|  |  |
| --- | --- |
| **Name** |  |
| **Company** |  |
| **Designation** |  |
| **Date** |  |
| **Signature (Required)** |  |

Email this form to info@AccessSafetyRescue.com