

## APPLICATION FORM

A. COURSE INFORMATION					
Course Title	1)	Course date			
	2)				
	3)				
SSG Funding (For Singaporeans and PRs)	<input type="checkbox"/> Applying <input type="checkbox"/> Not applying / Not eligible		Sponsorship	<input type="checkbox"/> Self <input type="checkbox"/> Company (SME / Non-SME)	
B. APPLICANT INFORMATION					
Name as in NRIC				NRIC	
Address				Unit #	
Postal Code		Email Address		Contact number	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	<input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others (Please specify)		
Date of Birth		Race	<input type="checkbox"/> Chinese <input type="checkbox"/> Eurasian <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others (Please specify)		
Highest Education Qualification			Current Employment Status	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed	
Current Company Name		Job Title		Salary	
Industry			Company type	<input type="checkbox"/> SME (Not more than 200 employees) <input type="checkbox"/> Non-SME	
Reasons for training					
<input type="checkbox"/> Relevant to current job <input type="checkbox"/> Take on additional duties in current job <input type="checkbox"/> Prepare for future job  <input type="checkbox"/> Employer's recognition <input type="checkbox"/> Other reasons (please specify) : _____					

### C. UNDERTAKING AND DECLARATION

1. In consideration of the grant of SSG and/or any government funding to me for the Course applied for herein, I hereby undertake as follows:
  - (a) I will fulfil a minimum of 75% attendance for the Course as well as, where applicable, sit for and/or pass all required Course assessments ("Minimum Requirement");
  - (b) For self-sponsoring applicants: In the event that I fail to meet the Minimum Requirement, I will be liable for the total amount of the Course fee and I will forthwith pay Singapore University of Social Sciences (the "University"), without demand, the amount equivalent to the SSG and/or any government funding;
  - (c) For company-sponsored applicants: In the event that I fail to meet the Minimum Requirement and/or I cease to be employed by the company named in Section D during the Course, I will be liable for the total amount of the Course fee and I will forthwith pay the University, without demand;
  - (d) If I fail to pay any amount due from me to the University within the stipulated deadline, the University shall have the right to impose a reasonable administrative charge and bank interest on the outstanding amount. The University shall have the right to suspend me from the Course and/or withhold the Course Certificate until I have paid all outstandings in full.
2. I hereby declare that:
  - (a) I have not previously received any subsidy for this Course from SSG and/or any government agencies through any other training provider;
  - (b) the information provided by me herein is complete, true and accurate. Any misrepresentation or omission may lead to rejection of this application and/or disqualification for any funding and the University shall be entitled to terminate my enrolment in the Course without a refund of Course fees.
3. I agree that the University may collect, use and/or disclose my personal data provided in this form for matters relating to my Course enrolment, account servicing of course-related activities, reporting to funding or other relevant agencies/bodies/organisations, conduct of statistical research and surveys to administer, develop or improve the Course and for the conduct of the University's business in accordance with the Personal Data Protection Act 2012.
4. I agree that I may be contacted via mobile phone and/or email and on occasion the University may text and/or email me information related to the Course or events at the University during or after the completion of the Course. My personal data may be kept by the University for a limited number of years after I have completed the Course in order to confirm requests from prospective employers and other institutions of higher learning.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

### D. COMPANY SPONSORSHIP INFORMATION

Company Name		Address			
Company registration number		Postal code		Telephone	
Name of liaison person		Liaison person's contact number			

Training Grant Ref. no. (Company needs to apply the training grant in Skills Connect before application. Failure to do so, applicants will not be given a seat in class.)	(If applicable)	Liaison person's Email address	
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Additional Remarks (if any):

1. We confirm that the applicant named herein has been employed by us for not less than three (3) months prior to the date of this application.
2. In the event the applicant named herein fails to meet the Minimum Requirement specified in Section C above and provided he/she has not ceased to be employed by us during the Course, we undertake to pay the total Course fee to the University, forthwith without demand.
3. If we fail to pay any amount due to the University within the stipulated deadline, the University shall have the right to impose a reasonable administrative charge and bank interest on the outstanding amount. The University shall have the right to suspend the applicant from the Course and/or withhold the Course assessment results until we have paid all outstandings in full.

\_\_\_\_\_  
Name of authorised company personnel

\_\_\_\_\_  
Signature of authorised company personnel

\_\_\_\_\_  
Date

#### **E. APPLICANT'S CHECKLIST**

Please attach the following documents.

- (1) 1 copy of of NRIC (front and back) for Singaporeans and PRs, or "Employment"/ "S" Pass for foreign applicant
- (2) latest payslip or income tax statement

Please email the completed application form to [CET@suss.edu.sg](mailto:CET@suss.edu.sg).