

**COURSE ENROLMENT FORM**

*Sales Rep / Cust Svc : Web/CL*

Company-Sponsored or Self-Sponsored? \_\_\_\_\_ **Company Name :** \_\_\_\_\_  
(May leave blank if self-sponsored)

**Mailing Address :** \_\_\_\_\_ **Office Main Tel :** \_\_\_\_\_ **Office Fax No :** \_\_\_\_\_

**Contact Person :** \_\_\_\_\_ **Tel / DID :** \_\_\_\_\_ **Email :** \_\_\_\_\_

**Designation :** \_\_\_\_\_ **If you are enrolling with us for the first time, please tell us how do you get to know IT Enabler?**  
Emailer / Fax Mailer / Newspaper / Referral / Sales Call / Internet Search / Others \_\_\_\_\_

**Please enrol below participants for training on:**

S/N	Trainee Name As Per Nric	NRIC No.	Highest Education	Designation	Email	Hphone	Course Title	Full / Part Time	Start dd/mm/yr	End dd/mm/yr	Govt Grant	Reg/ Exam Fee	Course Fee (before Grant & GST) SGD

**We agree to abide to the terms and conditions stated below:**

- **Confirmation of Seat and Mode of Payment**  
Seat will be reserved upon receipt of this registration form. However, seat will be confirmed only upon receipt of full payment at least 2 weeks before the course commence. Mode of Payment : CASH/NETs/Cheque/Credit Cards/Online Paypal. All cheque payment please make payable to IT Enabler Consultancy Pte Ltd, unless otherwise stated. **All fees subject to GST 7%.**
- **Cancellation and Refund Policy**  
Course fee paid will be refunded in full for cancellation/withdrawal receive in writing at least 2 weeks before the course commence. 50% of the course fee will be imposed if cancellation/withdrawal notice is less than 2 weeks before course commencement. Company/trainee is liable for 100% of the course fees if cancellation/withdrawal is received in 3 working days or less. For payment by credit cards, an additional admin fee of 5% of amount paid is chargeable. All fees refundable will be paid by cheque within 2 weeks upon receipt of your written withdrawal after NETT of all admin fee and/or penalty fee. **All package and promotion course fees** paid are non-cancellable & non-refundable. However, a replacement is allowed if notice is received before commencement of any course and a replacement fee of S\$30 is chargeable.
- **Reschedule and Postponement**  
IT Enabler Consultancy Pte Ltd reserves the right to make appropriate changes to the trainers, course schedules and course outline if we deem necessary. However, participant(s) will be notified of any changes in the course schedule in advance. Any substitute of participant(s) can be accepted provided a written notice has been received by us at least 3 working days prior to course commencement.
- **SDF/CITREP Funded Participants**  
For all SDF funded participants & company sponsored CITREP participants, course & exam fees must be fully borne by the company. **Any fees payable must be paid either by Company GIRO or company cheque only**. Participants must meet all criteria for SDF & CITREP Funding and achieve at least 75% attendance. For CITREP enrolments, participants to meet all terms and conditions for CITREP funding and achieve the required certification within the window period. For details on CITREP, please visit [www.ida.gov.sg/citrep](http://www.ida.gov.sg/citrep).

-----  
Signature / Date

-----  
Name & Designation of Authorised Signatory

-----  
Company Stamp

*For IT Enabler Cust Svc Use Only :*

Ack By / Date	Enrol ID	Date Posted	Staff	Invoice No.	Invoice Date

**Please fax completed form to : 6333-4883 OR**  
**Email completed form to [customerservice@ienabler.com.sg](mailto:customerservice@ienabler.com.sg)**