i Enabler

IT Enabler Consultancy Pte Ltd (Co Reg No. 200211025Z)
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COURSE ENROLMENT FORM

Sales Rep / Cust Svc : WS/CL

Company-Sponsored or Self-Sponsored? _____

Company Name : (May leave blank for Self-Sponsored) _____

Mailing Address : _____ **Office Main Tel :** _____ **Office Fax No :** _____

Contact Person : _____ **Tel / DID :** _____ **Email :** _____

Designation : _____

If you are enrolling with us for the 1st time, please let us know how do you get to know us?
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 Payment method**
  Seat will be reserved upon receipt of this registration form. However, seat will be confirmed upon receipt of full payment at least fourteen days before the course commence. Payment can be made by Cash, Cheque, NETs or Credit Cards. All cheque payment 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 writting at least 14 days before the course commence. 50% of the course fee will be imposed if cancellation/withdrawal notice is given less than 14 days before course commence. Company or trainee (if private enrolment) is liable for full course fees if cancellation/withdrawal is received in 3 working days or less.
- **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 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 critiria for SDF & CITREP Funding and achieve at least 75% attendance. For SDF enrolments, should participant fail to meet all the required criteria for SDF Funding, the company shall be liable for 100% of the course fees, payable to IT Enabler Consultancy Pte Ltd immediately upon presentation of our invoice. Company is also liable for the full course fees should the SDF claim be rejected. 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.

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Signature / Date **Name of Authorised Signatory** **Company Stamp**

For IT Enabler Cust Svc Use Only :

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

Please fax completed form to : 6333-4883