

**Private and Confidential**



## TEG International College

7 Jurong West Ave 5 #02-02, Singapore 649486  
Tel: 65-63340004  
Email: enquiries@teg.edu.sg  
Website: www.teg.edu.sg  
ROC/GST No.199402122M

Student's Index No:

Date of Commencement:

### REGISTRATION FORM

**For Official Use:**

Course Title: \_\_\_\_\_  
Class Code: \_\_\_\_\_ Full-time/Part-time

#### STUDENT'S PARTICULARS

**School will contact students by means of Telephone or Emails or Postal Address; hence it is important that Students must update their particulars when changed.**

Name (Mr/Dr/Mrs/Miss/Mdm): \_\_\_\_\_

NRIC/Passport/Fin No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Sex: Male / Female Marital Status: Married / Single Religion: \_\_\_\_\_

Singapore Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Office Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

Bank Name/Account No/ (If foreign bank, MUST state address): \_\_\_\_\_

#### CONTACT in case of EMERGENCY

Name of Next-of-kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Next-of-kin Address: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Pager/Mobile: \_\_\_\_\_

#### English Language Proficiency

Is English your first language?  Yes  No My first language is \_\_\_\_\_

If no, please provide certified evidence of English proficiency qualification as follows:

I have taken an English Language Test (e.g. TOEFL, IELTS, ESL/ELACS)\* in the past two years. Score

Other English Qualification(Please specify.) \_\_\_\_\_ Results \_\_\_\_\_ Date \_\_\_\_\_

\*Delete which is not applicable.

#### Highest Education Qualifications

<u>Awarding Body &amp; Level</u>	<u>Year Started</u>	<u>Year Completed</u>	<u>Place of Study</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### Working Experience

<u>Name of Company</u>	<u>Job Title</u>	<u>Nature of Work</u>	<u>From (Yr)</u>	<u>To (Yr)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*\* All student particulars strictly confidential and only for School Internal Use & Examination Board Registration Only.

\*\* When paying MISCELLANEOUS FEES to school, please insist on Official Receipts with staff signature.

\*\*Under FPS Insurance Scheme, COURSE FEES are payable to TEG International College Pte Ltd.

**General Terms and Conditions**

- Students are specifically enrolled only for the programme stated in this registration form and this enrolment is not transferable to any other student and or any other programme. Fees paid are also not transferable.
- Once registered, a space shall be committed to the student for the duration of the programme.
- Students shall attend only classes for which they have specifically registered and will not switch classes. Any request for the occasional switching of classes should be made to the school.
- The school reserves the right to expel a student from a course if the school feels that the continued presence of the student would be harmful to other students and/or the school. Any refunds made to the student will be in accordance to the school's refund policy.
- The student undertakes to behave in a proper manner at all times and further agrees to indemnify the school against any damage that he/she may cause to the school's premises and or property.
- The school reserves the right to postpone the start of any scheduled class/es by up to 21 days and is not required to give any reasons whatsoever. The school also reserves the right to vary the subjects offered, the time-table, programmes and teaching staff to better serve the students or as may be required.
- All representations made by the school regarding the various programmes are based on information made available by the various examining/governing bodies. While the school shall endeavour always only to provide updated information, the school shall not be held responsible for any change in policies, terms and conditions that these bodies may from time to time make to these programmes.
- It is further understood that the student shall ensure that he/she fully complies with the entrance requirements of these governing bodies.
- All fees due are to be paid by the due date; otherwise a surcharge of \$100 will be imposed on late payments. No certificates or results are to be issued unless all fees owing are duly paid. Certificate issued by External Bodies are subject to External Bodies schedules, the school is not held responsible for the late issuance of these External Examination Bodies/ External Universities certifications. In the event that a decision is made by any External Examination Bodies/External Universities to prematurely stop the course, the course is deemed to be terminated by these External Bodies/ External Universities; fees paid for incomplete modules/undone modules will be refunded to the students only.
- No classes shall be scheduled on public holidays and during TEG International College Term Breaks.
- The school shall not be held liable for any damages to student property and or any personal injury or death to students whilst in the school premises.

**Terms and Conditions (NTUC-SEP Approved Courses)**

- The Trainee will be bounded by the Terms and Conditions and Rules and Regulations of the NTUC Surrogate Employer Programme (NTUC-SEP).
- These Terms and Conditions and Rules and Regulations are subject to be amended, modified or varied by SWDA / MOM / NTUC-SEP / SDF at their sole discretion at anytime, regardless of whether the registration/enrolment are signed before these changes; and it may or may not affect the outstanding modules or semester. In the event that the school is not able to claim any portion of the course fees, the student is liable for the payment.

**Terms and Conditions (AIP – SDF Approved Courses)**

- The Applicant Company agrees to the terms & conditions for registration of companies as Skillsconnect Users, and the terms & conditions for award of training assistance under the 'Approved-In-Principle' scheme by Singapore Workforce Development Agency / Ministry of Manpower; shown under the Skillsconnect Users website; <http://www.skillsconnect.gov.sg>.
- The Applicant Company and Student agrees to be bounded by them which maybe amended, modified or varied by MOM at its sole discretion at anytime, otherwise liable for the total course fees.
- The Applicant Company understand that SDF funding or the percentage of SDF funding are subject to be amended, modified or varied by SWDA / MOM at their sole discretion at anytime, regardless of whether the registration/enrolment are signed before these changes; and it may or may not affect the outstanding modules or semester. In the event that the school is not able to claim any portion of the course fees from the SDF (full or part of), the Applicant Company is liable for the payment (full or part of). In the event that the school is not able to claim any portion of the course fees from the SDF (full or part of) and the Applicant Company (full or part of), the student is liable for the payment.
- The Applicant Company understands and agrees that if it obtains the award of training assistance by means of any false, inaccurate, distorted or mis-leading statement or any document that is false in any particular manner, it shall be guilty of an offence under **Section 12 of the Skills Development Levy Act (CAP 306)**.
- Each eligible SDF student will only be funded for *one training course at any one time per calendar year*. Eligible student is only allowed for a *ONE-TIME* registration of a course under AIP scheme with a *specified* course provider. It is the student's responsibility to make declaration upon registration of course with the chosen training provider; otherwise student is liable for the total course fees.
- Non-compliance of the terms and conditions stated in the agreement may result in the SDF application or funding being void/null, as such the Applicant Company is liable for the payment (full or part of). However, should there be any default, the student must finally bear all outstanding and unpaid fees.

**Declaration**

- I declare that the information furnished by me is correct to the best of my knowledge. I have accepted, read and fully understood all the above terms and conditions and understand that oral terms are not binding.
- All information provided by students will be treated in the strictest confidence. By signing the application form, you expressly consent to TEG collecting, using and disclosing the personal data provided in the form for the purposes of course administration, annual reporting to the regulatory bodies and other course information.

Student's Signature \_\_\_\_\_

Company's Signature (AIP scheme) & Stamp \_\_\_\_\_

Date \_\_\_\_\_

**Refund Policy**

% of [the amount of the fees paid under Schedules B and C) as stated in the Student Contract]	If Student's written notice of withdrawal is received
[100%]	More than [30] days before the Course Commencement Date
[50%]	Before, but not more than [30] days before the Course Commencement Date
[0%]	After, but not more than [Zero] days after the Course Commencement Date

**Fees Payable**

Application Fee (waiver/less discount)	Course Fee (less discount, if any)	Assessment Fee	Medical Insurance	FPS Admin Fee	Course Material Fee	FPS Insurance Premium (3%)	GST (7%)

**Course Fees**

Mode of Payment:       Full Payment                       Installments                       Study Loan

**TOTAL COURSE FEES PAYABLE:** \_\_\_\_\_

**PAYMENT SCHEDULE** (for Instalments Payments) / should fees payment be settled by Bank Loans, any refunds will be made to the bank.

MONTH												
AMOUNT												

Note:  
 \* A surcharge of \$100 per month will be imposed on late payments, overdue for more than 7 (seven) calendar days.  
 \* There is NO refund for Course Application fees.

Student's Signature: \_\_\_\_\_  
 Company's Signature: \_\_\_\_\_  
 & Stamp (Under AIP scheme)

Officer's Signature/ Date: \_\_\_\_\_

Manager's Verification / Date: \_\_\_\_\_

Received & Verified by SWSD/Date: \_\_\_\_\_