

WSQ COURSES APPLICATION FORM



Apply Basic Negotiation Skills and Techniques Commence on ___/___/___

FOR OFFICIAL USE	
Course Fee Amt	
<input type="checkbox"/> Cash <input type="checkbox"/> NETS <input type="checkbox"/> Cheque	
Cheque #:	
Received by	

Type of Application: Company-Sponsored (Complete Part A, B, C & E) Self-Sponsored (Complete Part A, B, D & E)

Is your sponsoring company a member of STADA/ Are you a STADA member? Yes No Membership No: _____

Note: Companies which sponsor staff as well as self-sponsored applicants are eligible to receive a complimentary one-year STADA Corporate and Ordinary Membership respectively. For newly-joined members, please fill up the Membership Form and return to us with the course application form.

How did you learn about this programme? Email Social Media (Facebook, Twitter, LinkedIn, etc) STADA's Website Word-of-Mouth Others

IMPORTANT INSTRUCTIONS

- Please complete the application form and submit to us at least two weeks before the course commencement date at **410 North Bridge Rd #05-535 Spaces City Hall Singapore 188726** or Email to katechia@stada.org.sg or markustan@stada.org.sg or Fax: 6732 0027.
- Completed Application Form must be accompanied by copy of **personal identification** – I/C for Singaporeans and PRs, Passport/Work Permit/Employment Pass for others.
- Self-sponsored WTS applicants must submit a copy of the **WTS supporting document**.
- All payments must be made by **cash, NETS or cheque**. Cheque must be crossed and made payable to “**Singapore Training and Development Association**”.
- Application form with incomplete information will not be considered.
- All information provided by students will be treated in the strictest confidence. By submitting the information, you agree to our [privacy policy](http://www.stada.org.sg/#!/privay-policy/c1ea0) @ <http://www.stada.org.sg/#!/privay-policy/c1ea0> in terms of collection and usage of individual data.

PART A: PERSONAL PARTICULARS

* Delete accordingly

Name (as in NRIC/Passport/Passes)* Dr/ Mr/ Ms: _____ Gender*: Male / Female

NRIC (Pink/ Blue)*/ FIN No/ Passport No*: _____ Nationality*: Singaporean/ PR/ Others (For PR/ Others, pls specify _____)

Date of Birth*: ___/___/___ Race*: Chinese/ Malay/ Indian/ Eurasian/ Others, pls specify _____
(DD MM YYYY)

Home Address: _____ Postal Code: _____

Contact No*: _____ Email*: (1) _____ (2) _____

In case of emergency, Contact Person's Name: _____ Contact No. _____

Highest Education Qualification*: (Please circle where appropriate)

University Post-Graduate Doctorate/ Master/ Degree/ Diploma/ 'A' Level/ ITE Skills Certification/ 'O' Level/ Others, pls specify _____

Employment Status*: Employed (Pls fill up Part B)/ Unemployed/ Self-Employed Monthly Basic Salary (\$\$)*: _____

PART B : CURRENT EMPLOYMENT DETAILS

Name of Company: _____

Company Address: _____ Postal Code: _____

Designation: _____ Office No: _____

Type of Industry: (Pls tick accordingly)

Finance Biz service & consultancy Construction Education/ Training F&B Healthcare Hospitality
 Government Manufacturing Media/ Research Retail Security Services Transportation/ IT/ Communication Others: _____

PART C : FOR COMPANY-SPONSORED APPLICANT (course fee is payable by company)

For company-sponsored applicants, the company will pay the **Nett Course Fee** to STADA provided the following criteria are fulfilled.

- ✓ Training is fully sponsored by the company, which is registered or incorporated in Singapore.
- ✓ Organisation must register for a WDA SkillsConnect account at www.skillsconnect.gov.sg.
- ✓ The company is to enclose a company cheque for the course fees. Personal cheque / cash will not be accepted.
- ✓ Organisation must submit Training Grant Application for Course Fee Support/ Absentee Payroll via the SkillsConnect system within 30 days from course commencement.
- ✓ Sponsored employee must be a Singapore Citizen or Singapore Permanent Resident and attend both training and final assessment (FA) on the assigned date and achieve a minimum of 75% attendance as well as marked 'Competent' for the assessment.
- ✓ STADA is not liable if applicant fails to meet at least 75% attendance, does not complete/ pass the assessment, or for any other reason where Course Fee Support/ Absentee Payroll funding is not submitted or approved. In the scenario that the Training Grant Application is not submitted or unsuccessful, the sponsoring Company is liable to pay to STADA the Training Grant portion.
- ✓ Absentee Payroll funding is applicable to company-sponsored applications.

To Be Completed By Authorized Representative of Company

STADA to bill sponsoring company (compulsory to select one of the following):

<input type="checkbox"/> Nett Course Fee (pls tick one of the following)			
<input type="checkbox"/> Normal Funding for Non-SMEs Training Grant @ 50%	<input type="checkbox"/> Enhanced Funding for SMEs (Min 30% local shareholding, & Group annual sales turnover ≤ \$100 million or Employment size ≤ 200) Training Grant @ 90%	<input type="checkbox"/> Mid-Career Enhanced Subsidy (Aged 40 years & above) Training Grant @ 90%	<input type="checkbox"/> Enhanced Funding for WTS (Aged 35 years & above with a Monthly Income Cap: \$2,000) Training Grant @ 95%
<input type="checkbox"/> Full Course Fee (without funding)			

Company Name: _____ Attention To: _____
 Invoicing Address: _____ Dept/Designation: _____
 Email: _____ Contact No: _____
 Signature & Date: _____ Company Stamp (compulsory) _____

PART D : FOR SELF-SPONSORED APPLICANT (course fee is payable by individual)

(1) COURSE FEE SUPPORT

Self-sponsored applicants will pay the **Nett Course Fee** to STADA provided that he/she must be a Singapore Citizen or Singapore Permanent Resident aged 21 & above (to attach a copy of personal identification), meet at least 75% attendance for the training and marked 'Competent' for the assessment.

<input type="checkbox"/> Nett Course Fee (pls tick one of the following)		
<input type="checkbox"/> Baseline Funding (SG/PR aged 21 years & above) Training Grant @ 50%	<input type="checkbox"/> Mid-Career Enhanced Subsidy (SG aged 40 years & above) Training Grant @ 90%	<input type="checkbox"/> Enhanced Funding for WTS (Aged 35 years & above with a Monthly Income Cap: \$2,000) Training Grant @ 95% <i>To attach any of the following:</i> - WTS/WIS Notification Letter - IRAS tax notification letter - SINGPOST receipt for CPF income declaration - Any last 3 mths' payslip - Employment contract dated ≤ 3 mths before registration
<input type="checkbox"/> Full Course Fee (without funding)		

(2) SKILLSFUTURE CREDIT

Will you be using SkillsFuture Credit to pay for the Nett Course Fee? Yes No If Yes, Amount of Credit to be Used: _____

*Trainee must submit the Claim using SkillsFuture Credit at www.skillsfuture.sg/credit at least 3 working days before course start date.

TERMS AND CONDITIONS

- Prerequisite**
1.1 The ability to listen, speak and write in English at the language proficiency of minimum Level 4, Employability Skills System (ESS).
- Enrolment**
2.1 STADA reserves the right to verify the information provided in this application form.
2.2 STADA reserves the right to cancel or re-schedule the course or change the course fee/ venue as and when it considers appropriate or the circumstances so require. STADA's decision is final.
2.3 A confirmation email will be sent to you at least 3 days before course commencement. Upon receipt of the confirmation email, please print and bring along on first day of class. Pls contact us at 6733 6369 if you fail to receive it.
- Withdrawal, Re-scheduling & Refund Policy**
3.1 A written request for refund is required if a participant withdraws from the course. The participant may make the request via post, email or fax. The request is subject to approval by STADA.
3.2 Refund of course fees will be based on the following conditions:

When 'Written Notice of Cancellation, Withdrawal or Postponement' is received :	Refund policy
More than 10 working days before course commencement date	Full refund of the course fees paid.
4 - 10 working days before course commencement date	Refund of course fees paid with an admin charge of \$53.50
3 or less working days before course commencement	No refund

Pls sign to acknowledge: _____

*Working Days: Mon to Fri (excluding Sat, Sun & Public Holidays)

4. Appeal & Re-assessment

- 4.1 In the case of making appeal concerning the assessment result, the participant must submit his/her request in writing and spell out the reasons for the appeal with the relevant documents within 1 week after the assessment. A non-refundable handling fee of \$53.50 will be charged. STADA reserves the rights to proceed with a re-assessment or otherwise.
- 4.2 In the case of a re-assessment, a FA fee of \$128.40 is payable at the point of the request.

PART E: APPLICANT DECLARATION

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorize any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions, rules and regulations of the program set by STADA.

Signature of Applicant _____

Date _____