



# Air Transport Training College

Professional Development Centre of the Singapore Institute of Aerospace Engineers

70 Seletar Aerospace View Seletar Aerospace Training Complex Singapore 797564

TEL +65 6603 6600 FAX +65 6346 0115 Email admin@attc.edu.sg Web http://www.attc.edu.sg Co Reg 199901790-H

## COURSE ENROLMENT FORM

### PART I – Course Title

### PART II – Personal Particulars

Full Name as in NRIC or Passport (Please Underline <b>Surname</b> ): * Mr / Mrs / Mdm / Miss		* NRIC / Passport No:		Attach Photograph Here
(This name will be used to produce your certificate)				
Address:		Date of Birth: (DD/MM/YYYY)		
Postal Code:		Sex:	*Male/Female	
Nationality:		Permanent Resident (For Non-Singaporean): tick (✓)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone:	Home:	Mobile:	Office:	Email:

\* Please delete as appropriate

### PART III – Other Information

Is this course application sponsored by your company? tick (✓)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Did you previously attend any course in ATTC? tick (✓)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Highest Qualification:				If YES, please specify the last ATTC Course attended:			
Employment status: tick (✓)	Employed <input type="checkbox"/>	Not-employed <input type="checkbox"/>	Graduate <input type="checkbox"/>	Self-employed <input type="checkbox"/>	Others <input type="checkbox"/>	If Others, Please Specify:	
Current (or last) employer:				Designation (if applicable):			
If not employed or fresh graduate, indicate last date of employment or graduation date: (DD/MM/YYYY)			Brief description of job:				

### PART IV – Declaration

I, (Name as in NRIC/Passport) \_\_\_\_\_, have read and understood the conditions below and agree that while I am a student enrolled at ATTC

- 1) Information supplied by me is accurate and complete
- 2) If my circumstances change, I will immediately make, or seek the appropriate office to make any necessary changes to my personal and enrolment details.
- 3) I will comply with and be bound by:-
  - a) The rules and policies of ATTC
  - b) The conditions of the use of any ATTC equipment, material or facility and will pay the cost of any repair or replacement due to damage or loss occurring during my possession, control or use due to my negligence.
- 4) I consent to the disclosure of information, including personal information about me to third persons if the disclosure is made for ATTC reasons associated with my enrolment at (including and without limitation for the purpose of), government requirements or for legitimate ATTC business purposes.
- 5) I acknowledge that ATTC is required to release personal information where required or permitted by law for the purposes of mandatory reporting requirements to external agencies including the CAAS, MOE, MOM, WDA or any other government agencies.
- 6) I understand that I will continue to be enrolled in the relevant time-based subject until one of the following event occurs:
  - I complete the course and submit the assignment and/or pass the examinations
  - I formally notify ATTC of my withdrawal from the course
  - My enrolment in the course is discontinued by the ATTC in accordance with Rules of ATTC
  - The maximum time to complete the course expires
- 7) I will pay the appropriate course fee in full and on time
- 8) I understand that students with attendance below 75% (85% for CAAS approved courses) will be barred from taking the qualifying examinations for the course.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant



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## Administration Matters

\* Please kindly inform all participant to be present at ATTC at 0830 hrs (full time course) or 1700 hrs (part time course) on the 1st day of the course for orientation, briefing and payment.

**Please bring copies of your NRIC front and back and Enrolment Form for the Registrar's record.**

We hope you will have a pleasant and rewarding learning experience with us. Hence, we would like to bring to your attention on the following administration matters:

### Attendance Clocking:

Students are required to sign in the attendance file for every class that they attend. A student who has forgotten to sign in the attendance file will be considered absent for class.

Attendance file will be removed from the class by 0900hrs each day for Full Time courses or 1900 hrs on each Monday, Wednesday and Friday for Part Time courses.

Attendance percentage will be calculated based on the number of signatures in the attendance file against the total number of classes for the course. Students are not allowed to leave the class before the lesson ends. If a student leaves the class before lesson ends, he will be considered absent.

### Attendance and Certificate Issue Policy:

Students are required to achieve at least 85% attendance for the course. If a student is unable to achieve 85% attendance, he will be barred and no certificate will be issued.

### Lecturer – Student Evaluation:

At the end of the course, students will be asked to submit an evaluation on the lecturer and the course.

If you need further clarifications, you can reach the following:

Ms Lee Ai Li, Senior Registrar,	aili@attc.edu.sg,	6603 6610
Ms Jenny Ng, Student Services Officer,	jennyng@attc.edu.sg,	6603 6608
Ms Tracy Pang, Student Services Officer,	tracypang@attc.edu.sg,	6603 6633