

COURSE ENROLMENT FORM



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PART I – Course Title

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PART II – Personal Particulars

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

* Please delete as appropriate

PART III – Other Information

Is this course application sponsored by your company? <small>tick (✓)</small>		Yes	No	Did you previously attend any course in ATTC? <small>tick (✓)</small>		Yes	No
Highest Qualification:				If YES, please specify the last ATTC Course attended:			
Employment status: <small>tick (✓)</small>	Employed	Not-employed	Graduate	Self-employed	Others	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: <small>(DD/MM/YYYY)</small>		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