



# REGISTRATION FORM (FOR INDIVIDUAL)

## PART A: COURSE INFORMATION

Course Title / Language: \_\_\_\_\_

Course Date: \_\_\_\_\_ Batch ID (For official use): \_\_\_\_\_

## PART B: APPLICANT DETAILS

Name (as in NRIC): \_\_\_\_\_ Gender:  Male  Female

# ID Type:  NRIC  Passport  S-Pass  Dependent's Pass # Nationality: \_\_\_\_\_

PR  Work Permit  Employment Pass # Race: \_\_\_\_\_

# ID Number: \_\_\_\_\_ # Date of Birth: \_\_\_\_\_

# Mailing Address: \_\_\_\_\_

Contact Details: (O) \_\_\_\_\_ (H) \_\_\_\_\_ \* (HP) \_\_\_\_\_

Email Address: \_\_\_\_\_ Required for course related notification

# Highest Qualification: \_\_\_\_\_

# Employment Status:  Employed (If employed, please state) Company: \_\_\_\_\_

Unemployed Designation: \_\_\_\_\_

## If Employed, please state monthly salary:  Below \$1000  \$1000 - \$1499  \$1500 - \$2000  \$2000 - \$2500  \$2500 - \$3000  
 \$3000 - \$3500  \$3500 and above

Note: # Required for funded or CPE registered course  
## Required for WDA funding requirement

## PART C: ACADEMIC/PROFESSIONAL QUALIFICATION/WORK EXPERIENCE

### Academic Qualification :

'N' Level  'O' Level  WPLN  Diploma  Degree (or) \_\_\_\_\_

### Professional Qualification :

BCSS  LSSC  OPISCS  SSSC  CSSA  ECO  RM  Level 4  Formwork  WAH(S)  RS

(or) Others \_\_\_\_\_

Work Experience: I have \_\_\_\_\_ years of experience in WSH in \_\_\_\_\_ Sector (industry).

*(Participants shall provide copies of relevant certificates/documents/NRIC)*

## PART D : OTHER DETAILS (PLEASE TICK ACCORDINGLY)

1. Are you applying for funding?  Yes  No If yes, please state: \_\_\_\_\_

2. Have you been given funding before for the course you are applying for?  Yes  No If yes, please state: \_\_\_\_\_

3. Are you applying for SkillsFuture - Credit  Yes  No

\* SkillsFuture Credit must be submitted within 60 days from the course start date (date inclusive)\*



# REGISTRATION FORM (FOR INDIVIDUAL)

## PART E : DECLARATION

The training provider has informed me on course entry requirements and fees for this course. I affirm that all information given by me in this registration form and attached copy of official document is **true and accurate** to the best of my knowledge. I have not deliberately omitted any relevant fact. I understand any false or misleading declaration shall make me liable for disqualification, or if already admitted, for expulsion from the program **without any refund of fees paid**. I agree to comply and abide by the decision of Greensafe International Pte Ltd concerning this application.

I understood the learning content, proposals, trainer guides, assessment plan accordingly explained by the course registration staff. I authorise, agree and consent to allow Greensafe Int'l to contact me by via email, text messages, fax and or post for Matters relating to Greensafe Safety Training Courses and its promotional prices etc.

Signature of Applicant:

\_\_\_\_\_

Name of Sales Officer (If applicable):

Date:

## PART F : FOR OFFICIAL USE ONLY

**Payment in:** Cash / NETS / Cheque / Credit Card / SkillsFuture Credit **Verified ID:** NRIC / FIN / S-Pass / Work Permit / Passport / Others

**Bank / Cheque No:** \_\_\_\_\_ **Receipt No:** \_\_\_\_\_

**Course Fee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

## TERMS AND CONDITIONS

1. The applicant is to select the correct, suitable language and mode of instruction (if any) for the course during enrolment. Greensafe International Pte Ltd will not be liable for any error pertaining to the enrolment of an incorrect language.
2. The course schedule selected is subject to confirmation from the applicant at the time of enrolment. However, Greensafe International Pte Ltd reserves the rights to withdraw or re-schedule class without prior notice; venue and room are subject to changes.
3. Training venue will be as per scheduled. In the event of a change in the scheduled venue, every attempt will be made to convey this change to the trainee.
4. All course fees are subjected to GST (Goods and Services Tax) at the prevailing rate as at the date of invoice.
5. Payment via cheque shall be made payable to "**Greensafe International Pte Ltd**".
6. Trainees are to comply with all rules established for class. For practical courses, trainees must put on safety shoes and proper working attire (no Bermudas / singlet / shorts).
7. For all funded/non-funded courses, the individual or company is required to reimburse Greensafe International Pte Ltd the full course fee should the trainee fail to:
  - (a) Achieve 100% attendance (for worker and all other 1-day courses) / 75% attendance (for supervisory courses);
  - (b) Achieve 100% attendance for Scaffold courses (Worker Level & Supervisor Level) & Work at Height courses (Both Worker Level & Manage Level)
  - (c) Achieve 100% attendance for all classroom assessment and Practical assessment.



# REGISTRATION FORM (FOR INDIVIDUAL)

- (d) Sit for exam or competency-based course within the stipulated timeframe upon course completion; or
  - (e) show up for class, thereby defaulting the training slots allotted to them.
8. All transfer / withdrawal requests are to be made in writing at least 2 weeks before the scheduled commencement date of the course and shall be considered on a case-by-case basis. A minimum administrative charge of \$50.00 (inclusive of GST) or 30% of course fee, whichever is higher, will be imposed for all approved transfer / withdrawal on application. In special circumstances the management may decide on the refund policy based on considerations.

9. **For Participants using SkillsFuture Credit:** I am fully aware that if I am paying fees using the Skillsfuture Credit, I am to submit the claim in the SkillsFuture Portal to Greensafe International Pte Ltd at least 3 working days before the course commencement date. Should the SFC claim application be made on the first day of the course, a screenshot showing the submitted Claim id and amount must be produced. If the claim application is not approved on the first day of the course, I am to pay Greensafe International Pte Ltd the full course fee in cash. Otherwise, Greensafe International Pte Ltd reserves the right to remove me from the course. I am also aware that any cancellation of the SkillsFuture Credit claims used for the application will be deem as withdrawal from the course, and the training place will be released to other applicants.

### 9. Withdrawal Policy

Period Amount	Amount
If written notice of withdrawal is received 2 weeks or more before course starts.	100% refund of fees (less admin charge)
If written notice of withdrawal is received 1 week or more before course starts	50% refund of fees (less admin charge)
If written notice of withdrawal is received less than 1 week before course starts	No refund

### 10. Payment

Full payment of the course fees must be made before the date of examination / assessment.

### 11. Examination and Assessment

Trainees are advised to be punctual on the day of examination / assessment. Latecomers may be barred from taking the examination / assessment. If found, disciplinary actions will be taken by Greensafe International Pte Ltd for cheating or other misconduct in class.

### 12. Certificate and Card Collection

Trainees who pass the assessment are to collect their certificate and/or safety pass within 1 month after the notification of collection. Trainees must present their IC and payment receipt for authentication before collection, And certificates and cards shall only be issued upon full payment of course fees.

### 13. Procedure for Appeal

In the event that the trainee is assessed "Not Yet Competent" for a WSQ course, he/she is required to submit the Appeal Form within 2 working days after completion of the assessment along with an admin fee of \$50.00 to the Registration Department.

14. Greensafe International Pte Ltd is committed to uphold the confidentiality of all applicants' personal information and will not reveal this information to any 3rd party without prior written consent from the applicant. Greensafe may use your personal information to contact you with newsletters, marketing or promotional materials and other information that may be useful to you. If you decide at any time that you no longer wish to receive such communications from us, please unsubscribe by email to training@greensafe.com.sg

15. The training grant applications must be submitted before the course start date. The participant must inform the registration counter/department well in advance.