



Accredited  
School



## TRAINEE REPLACEMENT REQUEST

Name of Company:		Request Date:
Course:		
Course Date:	Contact Person:	
	Contact Number:	

### TO REMOVE:

Name of Trainee 1:	NRIC/FIN:
Name of Trainee 2:	NRIC/FIN:

### REPLACEMENTS:

Please complete all columns. Thank you. Salary and Education level column are only for WSQ courses.				
1	Name	Nationality	Job	Education
	NRIC/FIN	D.O.B.	Salary	Preferred Training Date
2	Name	Nationality	Job	Education
	NRIC/FIN	D.O.B.	Salary	Preferred Training Date

Our administrative staff will contact you on the details as soon as possible. There are no charges for replacements made more than 7 days before the course commencement.

Do note that any replacements made less than 7 days before the course commencement will be charged 20% of the course fee.

Our enrolment policies also applies to all replacements. Thank you.