

ENROLMENT FORM

Company Name		Applying for SSG funding? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Company Address		Postal Code	
Tel. Number		Fax No:	
Contact person		Company Registration # for HTDP course	
Email address		Name of Course:	Language: EN/CN/MA/TA

APPLICANT DETAILS

Please complete all columns. Thank you. *Salary and education level column is only for WSQ courses.					English Proficiency Declaration
1	Name	Nationality	Current Job	Education	WPLN 2 or PSLE <input type="checkbox"/>
	NRIC/FIN	Date of Birth	*Salary	Preferred Training Date	Signature
2	Name	Nationality	Current Job	Education	WPLN 2 or PSLE <input type="checkbox"/>
	NRIC/FIN	Date of Birth	*Salary	Preferred Training Date	Signature

Legend for Language: EN-English,CN-Chinese,MA-Malay,TA-Tamil

Note: False language declaration could result in participant not understanding the course materials and could lead to NYC.

Please select the correct language ability.

Enrolment Policy

- Enrolment:** Submit your completed form to:
 - Email: admin@aattraininghub.com
 - Register online on our website: www.aattraininghub.com
 - For assistance please call 62924804. All enrolments must be submitted at least 7 working days before start of each course
- Payment Mode:**
 - All payments must be in cash/cheque payable to "AAT Training Hub Pte. Ltd." before commencement of course
 - Only participants who have paid in full will be allowed to attend the course
- Participant Cancellation/No Show:**
 - For cancellation/no-show on the course date:100% of course fee will be charged
 - For cancellation/no-show less than or equal to 09 days before course start date:50% of course fee will be charged
 - For cancellation/no-show more than or equal to 10 days before course start date:0% of course fee will be charged
- Participant Replacement:**
 - Replacements request must be made in email or personally at our office
 - Replacements will be assigned to the next available course date and subject to availability
 - Any replacements made less than 7 days before the course commencement, an admin fee of 20% of the course fee will be charged.
- Funding:**
 - Singapore Citizens/PR are eligible to claim for SSG funding. Companies must submit online application for training grant to SSG. Please visit www.skillsconnect.gov.sg/www.skillsfuture.sg or contact SSG helpdesk for details.
- Attendance:**
 - 100% for 1 day course and 75% for courses of more than one day(with valid excuse only)
 - Candidate must submit MC or Letter from Employer for any absenteeism
- Course Confirmation**
 - Direct Applications:** A phonecall or email will be made to you to confirm the course (based on the mobile phone number you indicated during registration)
 - Company Registration:** Your officer in charge will receive a confirmation letter from us via email. Please bring this confirmation letter on the first day of the course.
- Personal Data Protection Act**
 - By submitting your data to us via our registration platforms, you consent to AAT Training Hub sending you relevant course updates and promotions in future