

# Course Registration Form

(Please fax to +65 6475 3583 or email to [admin@taftc.org](mailto:admin@taftc.org) )

Course Registered Title: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPANY DETAILS

TaFF Member  Non- TaFF Member

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position Held: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## PARTICIPANT DETAILS

Full Name (English): \_\_\_\_\_ Position Held: \_\_\_\_\_

Residential Address: \_\_\_\_\_ S( )

Sex:   F/M   Date of birth:   /  /   Age:    NRIC / Passport No:   

Nationality:   Singaporean / Singapore PR / Malaysian /  Others  

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Highest Academic Qualifications:   PSLE / 'O' Level / 'A' Level / Diploma / Degree / Master / Post Graduate /  Others, please specify:  

Years in the Textile and Apparel Industry: \_\_\_\_\_ years

Description of Job Duties: \_\_\_\_\_

Learning Challenges:  Hearing  Sight  Physical  Others, please specify:  
(Please tick if applicable)

## IMPORTANT NOTES / TERMS & CONDITIONS (PLEASE READ BEFORE PROCEEDING)

### Prerequisites & Admission Criteria

Ability to listen, speak and write in English.

For participants with any handicaps/disabilities, please inform TaF.tc prior to the enrolment of any courses.

### Enrolment & Confirmation

Enrolment and confirmation has to be completed at least 2 weeks before the course commencement.

Confirmation of enrolment for any courses is subject to receipt of full payment of course fees and completeness of the registration form.

### Replacement/Cancellation/Refund

Once a course has been confirmed and paid for, the following charges will apply.

Full Refund	When written notice is received more than 2 weeks before commencement of course.
50% of course fees	When written notice is received more than 1 week before commencement of course.
100% of course fees	When written notice is received less than 1 week before commencement of course.

If the registered participant cannot attend the course prior to course commencement, a replacement participant can be appointed for the entire course. However, this is not allowed once the course has commenced.

### Certificate Issuance

TaF.tc certificates will be issued to participants upon completion of the course, subject to the following criteria.

Certificate of Attendance	Participants must achieve at least 75% attendance. This certification is not an indication of the participant's competency in the course.
Certificate of Competency	Participants must attain at least 70% overall grades in the course. Participants will be assessed on their competency of understanding the concepts and demonstration of application by a TaF.tc assessor before this certificate is issued.

Certificate of Attendance & Competency	This certificate is awarded to participants who have achieved the above two criteria.
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\$50 administrative fee will be charged for to re-issuance of any lost certificates.

All WSQ course certification and issuance will be in-line with WDA assessment criteria and conditions. Do login to [www.wda.gov.sg](http://www.wda.gov.sg) for more information.

**Certificate Collection**

Certificates will be mailed to participants, or can be self collected from TaF.tc.

**Appeal Process**

Any appeals to review the assessment outcome have to be lodged in writing to TaF.tc, within 1 week after the course attendance. There will be an administrative fee of \$50 charged by TaF.tc. Appeal outcomes will be known within a week of submission.

**SDF Grant & Absentee Payroll**

Companies applying for the SDF Grant can login to [www.sdf.gov.sg](http://www.sdf.gov.sg) and [www.srp.org.sg](http://www.srp.org.sg), to apply for the SDF Subsidy & Absentee Payroll. The deadline to apply for the grant is 1 day before the course commences. Once SDF Gant for the course is approved, participants have to fulfill 75% of attendance and undergo assessment. In the event that either criterion is not met, participants are liable to pay the full fees.

**Payment Process**

Payment must be made 2 weeks before course commencement. Payment will be accepted by GIRO or cheque and should be made payable to “Textile and Fashion Industry Training Centre Pte Ltd”, and sent to “2 Leng Kee Road #02-09 Thye Hong Centre Singapore 159086”.

TaF.Tc reserves the right to cancel or re-schedule the class, or change the course fee without prior notice. The terms and conditions set may be modified or amended without prior notice.

**APPLICATION DECLARATION**

I declare all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient grounds for rejection of my application or withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course I undertake. I also authorize any investigation of the above information for the purpose of verification. I understand and accept the terms and conditions of the course set by TaF.tc.

\_\_\_\_\_  
Signature / Date

**PAYMENT DETAILS**

Course Fee:

GIRO / Cheque No:

Are you sponsored by your Employer?

Yes / No

Signature of Authorized Signatory:

\_\_\_\_\_

Name & Designation of Authorized Signatory:

\_\_\_\_\_

Company Stamp:

\_\_\_\_\_