

Name of Student: _____

NRIC/ Pass Number: _____ **StudentLink ID no.** _____

Class: _____

Checklist Items:

- | | | | |
|---|---|--------------------------|--------------|
| a | Photocopy of NRIC/ Passport/ Student Pass/
Work Pass/ Dependent Pass | <input type="checkbox"/> | |
| b | Completed Registration Form | <input type="checkbox"/> | |
| c | 2 passport sized photographs (coloured) | <input type="checkbox"/> | |
| d | Photocopy of Academic Documents | | |
| | - GCE 'N' / 'O' Level certificate | <input type="checkbox"/> | |
| | - Fundamentals/Intermediate | <input type="checkbox"/> | |
| | - CPT certificate & transcript | <input type="checkbox"/> | |
| | - DPT certificate & transcript | <input type="checkbox"/> | |
| | - DPL certificate & transcript | <input type="checkbox"/> | |
| | - Other Diploma / University Degree | <input type="checkbox"/> | |
| | - Notorised / Certified academic qualification | <input type="checkbox"/> | |
| | - IELTS/ CELPT | <input type="checkbox"/> | |
| | - Others, please specify _____ | <input type="checkbox"/> | |
| d | Completed Subsidy Application Form | | |
| | - NTUC / Mendaki | <input type="checkbox"/> | |
| | - SDF Form 1/2 (<i>Co Name:</i> _____) | <input type="checkbox"/> | |
| e | Photocopy of Subsidy Approval Letter | | |
| | - NTUC / Mendaki/ CDAC/ CDC _____ | <input type="checkbox"/> | |
| f | Where applicable | | |
| | - Notification of Categories of Teachers (MOE/ MCYS) | <input type="checkbox"/> | |
| | - Photocopy of Employment Letter | <input type="checkbox"/> | |
| | - CPF contribution statement / PaySlip | <input type="checkbox"/> | |
| | - NTUC Union card & Bank Statement | <input type="checkbox"/> | |
| g | Completed Student Contract | <input type="checkbox"/> | - done @ LCI |
| h | CPE Advisory note to student | <input type="checkbox"/> | - done @ LCI |
| i | Completed SEP Checklist | <input type="checkbox"/> | - done @ LCI |
| j | Photocopy of Medical Report | <input type="checkbox"/> | |
| k | Photocopy of First Aid Certificate | <input type="checkbox"/> | |
| l | Others, please specify _____ | <input type="checkbox"/> | |
| | - Source : Call-in / Walk-in / E-mail / Web | | |
| | - Ad Source: JobStreet / Search Engine / Straits Times / Direct Mailer/ Referral / Alumini / Others, please specify _____ | | |

S:\LCI Sales Common\Sales material\FORMS\LC_2010_Registration Form_Template_as at Jan 10

中国学历背景 (China Education Qualification)

学历名称 Qualification	入学几年 Total Year	入学年次 From (YYYY)	毕业年次 To (YYYY)
小学 Primary School	<input type="text"/>	<input type="text"/>	<input type="text"/>
成人初等学校 Adult Elementary School	<input type="text"/>	<input type="text"/>	<input type="text"/>
初中 / 中学 Junior High/Secondary	<input type="text"/>	<input type="text"/>	<input type="text"/>
高中 / 高级中学 Senior High/Senior Middle School	<input type="text"/>	<input type="text"/>	<input type="text"/>
职业中学 Vocational Secondary School	<input type="text"/>	<input type="text"/>	<input type="text"/>
技术劳动者学院 Technical Worker College	<input type="text"/>	<input type="text"/>	<input type="text"/>
中等专门学院 (中专) Middle Level Specialized College	<input type="text"/>	<input type="text"/>	<input type="text"/>
成人中等专业学院 Adult Middle Level Specialized College	<input type="text"/>	<input type="text"/>	<input type="text"/>
职业技术学院 Professional Technical College	<input type="text"/>	<input type="text"/>	<input type="text"/>
专业学院 (大专) Technical College	<input type="text"/>	<input type="text"/>	<input type="text"/>
成人高等学院 Adult Higher Institute	<input type="text"/>	<input type="text"/>	<input type="text"/>
大专 (本科) Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>
研究所 Research Institute	<input type="text"/>	<input type="text"/>	<input type="text"/>
总计年数 Total number of years	<input type="text"/>		

本人郑重声明以上资料完全属实。我同意和接受如有不符，学校有权拒绝我的申请。

I declare that all the above information stated and the attachments are true and correct. I understand that any misrepresentation or omission of information is sufficient ground for rejecting my application.

姓名 Name: _____ 日期 Date: _____

签名 Signature: _____



LEARNING CAPITAL

C O L L E G E

相片二张/
2 Photos

REGISTRATION FORM (报名表格)

Full-Time / **Part - Time** (please circle)
全职 / 兼职 (请圈)

COURSE TITLE:
课程名称: _____
COURSE CODE:
课程编号: _____

COMPANY SPONSORSHIP
赞助公司

(Please fill in company's details in Section 1)
(请在以下填写公司资料)

Self Sponsor
自费

NTUC-SEP (SRP)

Others
其它

COMPANY DETAILS – SECTION 1 (公司资料)

Company Name:
公司名称: _____
Address:
地址: _____
Contact Person:
联络人: _____
Designation:
职位: _____

Telephone:
电话: _____
Fax:
传真: _____
Email:
电子邮件: _____

Signature of Authorised Personnel
签名

Name & Designation
姓名

Date
日期

PARTICIPANT INFORMATION (个人资料)

Surname:
姓: _____
Given Name:
名: _____
NRIC/Passport No:
身份证/ 护照号: _____

Chinese Character 华人名:

Nick Name:
昵称: _____

Nationality:
国籍: _____

Pass Type:
准证

Work Permit/ Employment Pass
工作准证/
Dependent Pass 亲属准证/
Student Pass 学生准证/
Others 其它 _____

Pass No:
准证号码: _____

Expiry Date:
准证到期日: _____

Gender:
性别: Male 男 / Female 女

Telephone:
电话: _____

Address:
地址: _____

Mobile No.:
手机: _____

S()

Email:
电子邮件: _____

Occupation:
职业: _____

Marital Status:
婚姻状况: _____

From and to:
从业时间: _____

Date of Birth:
生日: _____

PAYMENT INFORMATION (收费纪录)

Date of Payment (付款日期)	Receipt No (收据号码)	Amount (数目)

PARTICIPANT ACKNOWLEDGEMENT (学生注意事项)

- I acknowledge that my registration is specific to the course code indicated in this form.
- 我肯定我所申请的课程是根据此表格上所填写的课程编号。

- I declare that all information given is true and correct. I understand that any misrepresentation or omission of information is sufficient grounds for rejecting my application.
- 我确保以上资料属实。我同意如有不符，学校有权拒绝我的申请。

- I understand that upon official acceptance by the School in writing, I will need to sign a legally binding Standard Student Contract.
- 我明白一旦被学校录取，我需要签一份学生合约。

* Registration Fees paid are strictly non refundable. Local Students : \$100.00 Foreign Students : \$250.00

* 报名费恕不退还。本地学生：\$100.00 外国学生：\$250.00

Signature of Applicant:

签名：

Date:

日期：

Attended By:

经手人：

TERMS AND CONDITIONS

General

1. The Applicant (hereinafter referred to as the "Student"), upon submission of the Course Application Form, hereby accepts all of these terms and conditions ("Terms and Conditions") and the Instalment Plan attached and the Student shall comply with all the rules, regulations and policies of Learning Capital College Pte Ltd ("LC") prevailing from time to time, without prior notice to the Student.

Attendance

2. The Student shall attend all instruction sessions punctually. Any absence must be accompanied by a medical certificate. Alternatively, the Principal or the Supervisor of the relevant centre may approve the Student's absence and provide a written notice of such absence to LC.
Please note that as part of the requirement of the course, student **MUST** complete all the **modules and practicum** required.

Confidentiality

3. The Student shall not at any time disclose, use for his own purposes or for any purposes other than those of LC any information, which in the opinion of LC is of a confidential nature, to any third party without the prior written consent of LC.
The use by LC of information supplied by students in this registration form is governed by LC's Privacy promise to students.

Dismissal or Suspension

4. LC may dismiss or suspend the Student for any period of time if he brings his and/or LC's name into disrepute or is prejudicial to LC or any of its affiliates, or fails to fulfill any of his obligations stated in this agreement. In the event of a dismissal or suspension of the course, all outstanding course fees shall become payable immediately by the Student to LC.

Withdrawal / Refund

5. Should student decide to withdraw from the course for whatsoever reason, he/she is required to submit a letter of withdrawal to the Registrar's Office.

Student shall be entitled to immediately withdrawal from the course by giving written notice to school of his/her intention to do so under the following circumstances:

1. The school fails, for any reason, to commence the course on the Commencement Date
2. The school fails, for any reason, to complete the course by Completion Date
3. The school terminates the course for any reason prior to the completion of the course or
4. The school is in material breach of its obligations under the Standard Student Contract.

% of (the aggregate amount of the Course Fees paid)	If Student's written notice of withdrawal is received
[100%]	More than [7] days before the Commencement Date
[0%]	Between [7] days before the Commencement Date until end of course.

For self paying student who is on installment payment plan, he/she is required to fulfill all outstanding payments according to the Payment Letter should the student withdraw from the course.

For student who is under SDF / NTUC/ Surrogate Employer (AMP / CDAC/ Eurasian Association / Mendaki / SINDA) – sponsored schemes, he/she or the sponsoring company is liable to pay the course fee according to the duration attended as the grant will be void and null.

This policy is applicable to all courses. 7 working days of processing time is required to process for the refund upon receipt of written request by the school. Student is required to produce original receipts for approved refund (if applicable). In addition, student pass holder is required to surrender his/her student pass at Immigration and Checkpoints Authority within 3 days after school's approval.

In any case, registration fee and student pass processing fee is non-refundable.

6. Transfer/Deferment Policy.

Should students decide to transfer/defer from one class to another class, or from one course to another course, or transfer to another school for whatsoever reason, he/she is required to submit a letter of transfer/deferment indicating the description of the transfer/deferment to the Operations Office.

For students who are under SDF / NTUC/ Surrogate Employer (AMP / CDAC/ Eurasian Association / Mendaki/ SINDA) – sponsored schemes, they are required to seek approval from the sponsoring body before the transfer/deferment can be done.

Administration Charges for Transfer or Deferment

Description	Administration Charge
Transfer/defer from Full-Time class to Part-Time class or vice versa within school	\$100 (with valid reason e.g. pregnancy, hospitalisation etc)
Transfer/defer to another class within school	\$100 (with valid reason e.g. pregnancy, hospitalisation etc)
Transfer/defer to another course within school	Pro-rated course fee (total hrs attended/total theory hrs x total course fee) + \$200
Transfer to another school	LC's withdrawal policy applies

Top-up of the course fee is required, if applicable, within 7 days from the date of approval from the school regardless of the commencement date of the course that student wishes to transfer/defer to.

This policy is applicable to all courses. 7 working days of processing time is required upon submission of written request. Only one transfer/deferment is allowed and subjected to maximum course completion period and approval from authority bodies.

Student pass holders are required to surrender their existing passes to Immigration and Checkpoint Authority for transfer to another school and re-apply for new course if they were to transfer/defer to another course within the school. Withdrawal/Refund policy applies if they were to transfer out of school.

In any case, the registration fee and student pass processing fee are non-transferable and non-refundable.

The above policy can be retrieved from the following documents/location:

1. School's Website
2. Registration Form
3. Student Contract
4. Student Handbook

7. **Waiver**

No instance of failure to act or delay or an act of indulgence on the part of LC in exercising its rights shall operate as a waiver of its rights against the Student.

规章制度

一般性条款

1. 申请人(此后称“学生”) 在提交课程申请表时, 同意遵守所有的条款与规章制度, 并且入学后也应随时遵守校方 Learning Capital College Pte Ltd (简称“LC”) 的所有现行的校规校纪和制度。

出勤率的管理

2. 学生必须准时地参加所有的培训课程. 如有缺席必须交上一份医生证明的病假单, 或者由有关学习中心的校长或督导员出面证明并提交书面报告给 LC. 因课程要求学员须修完或通过所有的课程和实习方可获得毕业证书。

保密守则

3. 学生不得在任何时候或情况下为了自身利益或其它目的对任何第三方泄露 LC 所认定为属于保密范围内的任何信息和资讯, 学院也将遵守学院所列的`隐私条款`对学员在报名表格及所附文件所提供的资料保密。

关于开除或被令停课

4. 如果学生有破坏他本人和/ 或 LC 名声或令 LC 声誉受到损害的行为或学生不依该规章制度履行他应尽之义务, LC 有权利在任何时候开除或下令学生停课. 在这情况下学生必须立刻缴清所有应付课程费用, 而受处罚学生无权提出异议。

退学/ 退款

5. 退学者需预先以书面通知学校. 在以下的情况, 学生可以在呈上书面通知后马上退学:
 - a. 学校无法按时开课。
 - b. 学校无法按时结束课程。
 - c. 学校取消该课程。
 - d. 学校违反学生合约的条例。

% of aggregate amount of the course fees 学费退还百分比	If student's written notice of withdrawal is received 从收到学生请求撤消信之日数起
(100%) 百分之百	More than 7 days before the Commencement Date 在课程开始的七天之前
(0%) 百分之零	Between [7] days before the Commencement Date until end of course. 在课程开始前的七天之内到课程结束

自费的学生需缴交分期付款里所有未缴交的学费。

由 SDF/NTUC/CDAC 及其它赞助机构所赞助的学员/公司，若退学需缴付所上课程学期（以月计算）的学费。

该条款适用于任何课程。从收到退学申请信的七个工作日内办理退款申请。学生必须在申请批准后呈上学费收据以便学校查证。若退学，持学生证的学员需在申请批准后三日内到移民厅办理退还学生证的手续。在任何情况下报名费和办理学生证的费用恕不退还。

转学/换班或者延后上课

- 6.
- 学员如果要求转学/换班或者延后上课必须向学校提出书面申请。
 - 有津贴的学员必须向各自的津贴机构索取批准才可转学/换班或延后上课。
 - 换班之前如有费用未缴清，学员必需在申请被批准后七日内缴齐。无论换班后的日期会在何时。
 - 所有课程都应如此，学校在学员提出书面申请七日后给予回复。学员只有一次要求转学/换班或者延后上课的机会。
 - 在任何情况下报名费和学生准证申请费恕不退还也不可转移或退款。
 - 学生准证持有者必需先退还他们的学生准证，以便更换他们换班或者延后上课的新学生准证。
 - 如果学员要求转学或退学，那学员必需遵守以上退学条款。

描述	行政收费
日间班转换夜间班或相反	\$100 (要求也须附有充足理由, 如怀孕或住院等)
转换其它班级	\$100 (要求也须附有充足理由, 如怀孕或住院等)
转换学校其它课程	(按上课总时÷课程总时 X 课程总学费比例计算) 加 S\$200
转校	根据以上退学条款

9. 在 LC 行使其权利时, 任何的不作为或延迟作为或从宽处理的行为将不构成对追究学生责任的全部权利的放弃。

10. 如有出入, 以英文版本的解释为标准。

My signature indicates I understand and agree to comply with all the terms and conditions stated above.

我的签名表示我明白并同意遵守以上所有规则。

Signed and agreed by:

请签名表示同意:

Name of the Student: _____

姓名:

Signature: _____

签名:

NRIC No: _____

身份证:

Witnessed:

Name of Witness: _____

见证人:

Signature: _____

签名:

NRIC No: _____

身份证:

Endorsed by: _____

审批人:

Signature: _____

签名: