



SECURA
TRAINING

REGISTRATION FORM

Co. Reg. No. 201705718M

COMPANY-SPONSORED

SELF-SPONSORED

PART A: COURSE INFORMATION

Course Title: _____

Course Start Date*: DD/MM/YYYY _____

Course End Date*: DD/MM/YYYY _____

Assessment Date*: DD/MM/YYYY _____

Course Code: #N/A _____

Course Fee: \$ _____ #N/A

(w/ GST 7%)

PART B: PERSONAL PARTICULARS

(Please put a tick in the appropriate boxes)

Name: _____

(as per NRIC/FIN)

NRIC/FIN No: _____

ID Type:

NRIC

PR

WORK PERMIT

Residential Address: _____

Date of Birth: _____ / _____ / _____

DD

MM

YYYY

Gender: MALE FEMALE

Nationality: _____ Email: _____

Race: _____ HP No: _____

Company's Name: _____ Office No: _____

Basic Salary: Below \$1,000 \$1,000-\$1,499 \$1,500-\$1,999 Above \$2,000

Education Level: Lower Primary Primary PSLE Lower Secondary GCE 'N' Level

GCE 'O' Level

NTC2/NTC3 (ITE)

GCE 'A' Level

Diploma

Degree

Masters

Others: _____

(please specify)

PART C: EMERGENCY CONTACT PERSON

Name: _____ Relationship: _____

Contact Number: _____ Remarks: _____

PART D: DECLARATION

(i) Have you travelled to the following Countries the past one month : Yes No
(China, Italy, Malaysia, Europe, US, Iran, etc)

Please state the country : _____

(ii) Have you recently been in contact with anyone **AFFECTED** with COVID-19? Yes No

Please state the last date of contact : _____

TERMS AND CONDITIONS

1. All registration forms must be duly completed/signed/stamped and submitted to Secura Training Academy Pte Ltd at least 3 working days before commencement of the course.
2. Payment (in Singapore Dollars) is required prior to course commencement, and should be made payable to 'Secura Training Academy Pte Ltd' either by cash or cheque. Cheques should be crossed and mailed along with the completed registration form to Secura Training Academy Pte Ltd, 38 Alexandra Terrace, Singapore 119932.
3. Deposit will be collected based on the nett fee of the course fee during registration and/or at least 3 working days before the commencement of the course. This fee will be refundable upon successful application of skillsfuture credit.
4. Course dates are confirmed only via confirmation email/WhatsApp, and in spite of the former, course dates are subjected to change without prior notice.
5. Secura Training Academy reserves the right to change the date and venue of the course or cancel the course due to unforeseen circumstances without compensation.
6. Secura Training Academy will not bear any cost and/or be held liable for any changes in assessment dates as the availability/allocation of assessors are to be advised by POLWEL. Companies are recommended to accommodate to the newly proposed assessment date to avoid any additional charges.
7. Under the SkillsFuture Singapore Agency Act 2016 (Act 24 of 2016), all participants are required to provide their NRIC/FIN and other personal data such as mobile number, email address, etc, for the purpose of submission, verification and sharing with SkillsFuture Singapore (SSG) Agency and its authorised agents.
8. **Singapore Citizens and PRs are eligible to apply for training grants. To be eligible for training grants and absentee payroll (SRP) funding, candidates must attend 75% of training hours and PASS the assessment/examination. All training grants are subjected to SSG approval. Participants are to pay the full course fees if SSG rejects their training grant applications. Please see item no. 195,**
<https://www.skillsconnect.gov.sg/sop/portal/Frequently%20Asked%20Questions/All%20FAQs/allfaqs.jsp?q=forIndividuals&s=194>.
9. Participants who are neither Singaporean nor PR will require a valid work permit to participate, and are not eligible to any government grants.
10. Original documents for verification are required to prequalify candidate for the course.
11. Secura Training Academy reserves the right to reject any candidate if:
 - a. The terms and conditions of this registration are not met
 - b. The candidate is unable to understand spoken and written English or meet with the entry requirements
 - c. The candidate's conduct is disruptive to the training
12. Participants who have failed their assessments are required to request for a reassessment within 90 days from their original date of assessment. Reassessment fees must be made in full to Secura Training Academy 3 days before the date of reassessment to secure a slot. Participants who are unable to complete their reassessment within the 90 days deadline will be subjected to incur the full course fees.
13. Participants are encouraged to complete their course(s) with Secura Training Academy. Should the company and/or participant decide to switch training providers prematurely – prior to course completion, Secura Training Academy will exercise complete discretion to impose the full course fees on the company and/or participant.
14. Under no circumstances will Secura Training Academy be liable for any costs pertaining to the use of equipment for any course.
15. All participants are subjected to the Training & Outcome Measurement Initiative (TRAQOM) (Course Evaluation) by Skillsfuture Singapore (SSG) and their authorised vendor.
16. Participants are required to furnish at least ONE means of contact details (Singapore registered mobile number or e-mail address) for the purpose of TRAQOM.

Secura Training Academy Student Data Protection Policy

I/We consent to the collection of my/our personal data as requested in this form. Such personal data shall not be disclosed by Secura Training Academy and its staff, or appointed third party service providers or agents unless its use/disclosure is required to carry out the business and/or the purpose here in. As Secura Training Academy relies on my/our personal data to provide services to me/us, I/We shall ensure that at times the information provided by me/us herein to Secura Training Academy is correct, accurate and complete. I shall update Secura Training Academy in a timely manner of all changes/correction to the information herein.

Refund Policy

1. If registration is cancelled 7 or more working days before the course commencement date: 100% refund
2. If registration is cancelled less than 6 working days before the course commencement date: No refund
3. If participant does not show up for the course: No refund
4. If participant falls sick on the day of the assessment: Medical certificates must be submitted within 2 days from the date of assessment.
5. Any other matters: Secura Training Academy will respond to appeals on a case by case basis.

I accept and agree with the terms and conditions, Secura Training Academy Student Data Protection Policy, refund policy for registration and undertake that I have neither previously enrolled for the same course nor I received funding for this course.

Signature of Applicant

Date

All fields must be completed

(*) dates are subjected to change by management/assessment provider

FOR OFFICIAL USE ONLY

Registered By: _____

Date: _____

Signature: _____

Payment By: _____