



APPLICATION FOR SHORT COURSES | POST-NITEC | TRAIN THE TRAINER

This form may take you 5 mins to fill in. You will need the following information to complete the form:

- NRIC or Work Permit card.
- Highest education certificate.
- Course time-table (obtainable from ITE Website).

- 1 **All sections are to be completed.** Please send/fax your completed application form to:
'Industry Training Programme Department, Institute of Technical Education, 10 Dover Drive, S138683', Fax No: 65902418 / 67792044.
- 2 **Payment is required for place confirmation.** Cheques must be crossed and made payable to **ITE**. Write your name, contact number and the course applied for on the back of the cheque.
- 3 Request for **Withdrawal or Postponement** must be made in writing. The charges will be imposed as follows:
 - 2 weeks or more before class start date : No charge (Full refund)
 - Less than 2 weeks before class start date : 50% of fee
 - On or after class start date : 100% of fee (No refund)

COURSE DETAILS

Course Title _____
 Venue _____ Training Date _____

APPLICANT'S PARTICULARS (Use the following codes in filling this section)

Citizenship		Race		Qual		
(S) Singaporean	(M) Malaysian	(C) Chinese	(M) Malay	(1) Diploma & Above	(4) GCE 'N' level	(7) NTC-3
(P) Permanent Resident	(O) Others	(I) Indian	(O) Others	(2) GCE 'A' level	(5) <i>Higher Nitec</i>	(8) PSLE & below
				(3) GCE 'O' level	(6) <i>Nitec</i>	(9) Others (pls specify)

No	NRIC/FIN	Name	Sex M/F	Citizen- ship	Nationality (PRs & Others)	Date of Birth	Race	Qual	Designation
1									
2									
3									
4									

CONTACT DETAILS (Please complete ALL fields)

Company sponsored? Y/N _____ Company Name _____
 Address _____
 _____ Postal Code _____
 Contact Person _____ Designation _____
 Email _____ Tel _____ Fax _____

APPLICANT'S / COMPANY'S DECLARATION

- 1 I / We declare that the information given above is true and correct to the best of my / our knowledge.
- 2 I / We understand that classes will be conducted only when there are sufficient paid up applicants and ITE reserves the right to cancel or postpone any of the classes due to unforeseen circumstances.

Applicant's/
 Contact Person's
 Signature _____ Date _____

For Office Use

Mode of payment : Cash / NETS / Cheque - Bank, Number & Date : _____ Status :
 Amount paid by applicant : \$ _____ Enrolled
 Waiting List

 Registration Officer's Name & Signature Date Received