



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

This form (2 pages) may take you 5 mins to fill in. You will need the following information to complete the form:

- 1) Your NRIC or Work Pass or those of your staff;
- 2) Your highest education certificate or those of your staff;
- 3) Course time-table (obtainable from ITE Website).
- 4) Bank-generated transaction reference/confirmation number (for payment via funds transfer) or cheque number (for cheque payment).

**Please read the information overleaf before completing the application form.**

### COURSE DETAILS

Course Title \_\_\_\_\_  
 Venue \_\_\_\_\_ Training Date \_\_\_\_\_

### APPLICANT'S PARTICULARS

(Use the following codes in filling this section)

Citizenship	Race	Qual		
(S) Singaporean	(C) Chinese	(1) Degree & Above	(5) GCE 'N' level	(9) PSLE & below
(P) Permanent Resident	(I) Indian	(2) Diploma	(6) <i>Higher Nitec</i>	(10) Others (pls specify)
(M) Malaysian	(M) Malay	(3) GCE 'A' level	(7) <i>Nitec</i>	_____
(O) Others	(O) Others	(4) GCE 'O' level	(8) NTC-3	

No	NRIC/FIN	Name	Sex M/F	Citizen- ship	Nationality (PRs & Others)	Date of Birth	Race	Qual	Designation
1									
2									
3									
4									
5									

### CONTACT DETAILS

(Please complete ALL fields)

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

### PAYMENT DETAILS

Name of Bank \_\_\_\_\_  
 Cheque No /  
 Bank-generated Transaction Reference No \_\_\_\_\_  
 Cheque Amount /  
 Transferred Fund Amount \_\_\_\_\_

### 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 declare that I am / we are aware of and satisfy the course requirements for the course(s).
- 3 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 classes due to unforeseen circumstances.

Applicant's/  
 Contact Person's  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

### 1 Payment is required for confirmation of place.

### 2 For Internet Bank Transfer

- ◆ When creating ITE as the payee, please indicate 'SC' followed by your NRIC No/FIN as your Nickname / Initial / Short Name / Payer Name to be displayed on ITE's bank statement.
- ◆ Payments should be made to:  
Payee Name: Institute of Technical Education  
Bank Name: United Overseas Bank Ltd  
Bank/Branch Code: 7375/001  
Bank Account No: 901-346-090-2
- ◆ Please complete the interbank transfer and indicate the bank-generated transaction reference confirmation number in the 'Payment Details' section of the application form.

### 3 For Cheque Payment

- ◆ Please issue a crossed cheque made payable to 'Institute of Technical Education' and send it to:  
*Worker Education Programme Department (Online Application)*  
*Institute of Technical Education*  
*10 Dover Drive*  
*Singapore 138683*
  - ◆ On the reverse side of the cheque, please write your *Name, NRIC No/FIN, Course Applied, Contact Number* and *Email Address*.
  - ◆ Please indicate the cheque number in the 'Payment Details' section of the application form.
- 4 Request for **Withdrawal or Postponement** must be made in writing to Worker Education Programme Dept.  
Refunds arising from course withdrawal/deferment will be as follows:
- 2 weeks or more before class start date : Full refund
  - Less than 2 weeks before class start date : 50% refund
  - On or after class start date : No refund

### For Office Use

Mode of payment : Cash  NETS  Credit Card  Cheque: Personal  Internet Bank Transfer   
or Cheque: Company

Amount paid by applicant : \$ \_\_\_\_\_

\_\_\_\_\_

Registration Officer's Name & Signature & Date

Status :  
Enrolled   
Waiting List