

WSQ COURSE REGISTRATION FORM

WSQ 登记表格

DATE 日期:

COURSE 课程:



Welcome to Guilford Training Centre



GUILFORD TRAINING CENTRE WSQ COURSE REGISTRATION FORM

贵福培训中心WSQ课程报名表

Instructions: This form must be duly completed and submitted to Guilford Training Centre at least 3 working days before the course commencement date.

Incomplete forms will be rendered null and void. Please TICK where appropriate.

说明: 此表格必须填妥,并于开课日期前至少3个工作日提交至贵福培训中心.请在适合处打勾,未完成的表格将被作废.

1. PERSONAL PARTICULARS 个人资料

NRIC / FIN No 号码		Date of Birth 出生日期	
Full Name as in Nric 全名			
Residential Address 居住地址			
Contact No 联络号码		Gender 性别	M F
Email 电子邮件		Race 种族	
Nationality 国籍	Education Qualification Level 教育程度		
Singaporean <input type="checkbox"/>	<input type="checkbox"/> No Education 没有正规教育	<input type="checkbox"/> A Level 高中	
S'pore Permanent Resident <input type="checkbox"/>	<input type="checkbox"/> Primary PSLE 小学	<input type="checkbox"/> ITE 中专	
Malaysian <input type="checkbox"/>	<input type="checkbox"/> Lower SEC / N Level 中学	<input type="checkbox"/> Diploma 大专	
China <input type="checkbox"/>	<input type="checkbox"/> O Level / SPM 初中	<input type="checkbox"/> Degree 大学	
Others <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MBA / PHD 硕士 / 博士	
Income Level 收入水平	<input type="checkbox"/> No income 没收入	<input type="checkbox"/> Below (少过) \$1,000	<input type="checkbox"/> \$1,000-\$1,499
	<input type="checkbox"/> \$1,500-\$1,999	<input type="checkbox"/> \$2,000-\$2,499	<input type="checkbox"/> \$3,000 - \$3,499
	<input type="checkbox"/> \$2,500-\$2,999	<input type="checkbox"/> Above (多过) \$3,500	

2. PLACE OF EMPLOYMENT 公司职业资料

Company Name 公司名称			
Company Address 公司地址			
Outlet 商店分行		Occupation 职业	
Unit No 店面号码			

3. TERMS AND CONDITIONS 条款及条件细则

1. General Conduct 常规

Participants shall conduct themselves in an orderly considerate manner. Smoking and eating in class are prohibited. The management reserves the right to request any participants to leave the premises should he/she be found of misconduct. 学员须遵守基本的课堂秩序。课堂内禁止吸烟和饮食。如若发现学员在课堂内有违纪行为，校方有权要求该学员退出课程。

2. Registration 登记报名

- 2.1 Registration is open to all nationality, Guilford Training Centre WSQ courses will be accepted through this official application form. 登记报名WSQ课程无国籍限制，在贵福培训中心报读WSQ相关课程须通过填写此报名表表格。
- 2.2 Registration is only confirmed upon full payment of course fees and official application form no later than 5 days before WSQ course commencement date. 登记报名只有在WSQ相关课程正式开始的5天前，支付全额学费并填写报名表表格后生效。

3. Modes of Payment 支付方式

Cash or Cheque - Crossed and made payable to "Guilford Training Centre Pte Ltd" - Please indicate "Payment for <participants name ,course title and commencement date>" on the back of the cheque. 接受现金或支票 - 支票收款人: "Guilford Training Centre Pte Ltd" 请在支票反面注明要支付的学员的名字, 科目以及课程日期。

4. Funding 资助津贴

- 4.1 WDA SDF Skillsconnect - For companies sponsored Singaporeans and Singapore Permanent Residents, you may enjoy government funding for WSQ courses up to 95 % of the course fees. He/she must attain a minimum attendance of 75% in the course and attempt all assessments to be eligible for the funding. Failing which, the employer liable to forfeit the grant and bear the full course fees. Terms and Conditions apply. WDA 公司资助津贴 - 新加坡人或新加坡永久居民报读WSQ相关课程享有政府对公司的赞助津贴, 最多可达到课程费用的95%*. 前提条件是学员的出勤率不得低于75%, 并通过所有评估测试。如若学员不满足上述条件, 雇主须付全额学费。(*附带条件条款)
- 4.2 WDA Hawkers Upgrading Funding - For Individual Singaporeans or Permanent Residents NEA Licensee Hawker, you may enjoy government funding of 90% of the course fees for WSQ courses*. [*only applicable to these WSQ courses Food Hygiene, Interact with Guest, Maintain Displays only] He/she must attain a minimum attendance of 75% in the course and attempt all assessments to be eligible for the funding. Failing which, He/She is liable to forfeit the grant and bear the full course fees. Terms and Conditions apply. WDA小贩技能提升资助津贴 - 新加坡人或永久居民持有NEA 小贩执照的个人报读WSQ相关课程, 可享有高达90%的政府资助津贴*, [只限于WSQ卫生课程、与顾客交流和摆设课程]。前提条件是学员的出勤率不得低于75%, 并通过所有评估测试。如若不满足上述条件, 学员须付全额学费。(*附带条件条款)

5. Cancellation, Amendments & Modifications 取消、修改或延迟课程

The management reserves the right to cancel, amend, modify or postpone any course at short notice; & at its absolute discretion without assigning any reason for such cancellation/postponements. In the event that the applicant's chosen course is cancelled prior to its commencement, a full refund of course fees would be given to the registered participants. 贵福培训中心有权取消、修改或在短时间内延迟课程, 并有权对该取消或延期不进行原因解释。如若申请人选定的日期课程被取消, 全额学费将退还给该申请人。

6. Withdrawal 退出课程

Participants who wish to withdraw from the WSQ course after registration shall submit a withdrawal application form. The portion of course fee to be refunded is based on the submission date as follows:
- On or after date of commencement of the WSQ course - No refund
- 1 week before the commencement of the WSQ course - 50% of paid course fees
- 2 weeks before the commencement of the WSQ course - Full refund of paid course fees
申请人如若要在登记后退出WSQ课程, 需提交退出申请表格。退款额将依照其提交日期计算如下:
WSQ课程开始当天或之后 - 不退还课程费用
WSQ课程开始1周前 - 退还50%的课程费用
WSQ课程开始2周前 - 退还100%的课程费用

7. Replacement of missed classes 课程缺席

There will be strictly no replacement for missed classes. 课程缺席后不可再替换课程。

8. Certificates 证书

- 8.1 Certificates for WSQ courses will be issued to participants who have achieved at least 75% attendance and have been certified competent. All participants will have to sign the attendance list for every lesson they attend. WSQ课程的证书将授予出勤率高于75%并通过评估的学员。学员每次参加课程时都须在出勤表上签名。
- 8.2 Participants would be given a collection card for the collection of the WSQ certificate. The date of certificate collection will be stated on the card and grace period of two weeks would be given to collect their certificate. After the two weeks period, participants would have to contact Guilford Training centre by phone or email for collection arrangement. Arrangement would be made to collect the certificate from the training centre within 3 working days. 学员在领取WSQ相关课程的证书时必须携带参加该课程的领取证书卡, 并按照证件上的规定日期前来领取。学员最晚可在规定日期后的2个星期内领取证书。如若超过规定日期2个星期未能领取证书, 学员须打电话或邮件联系贵福培训中心再次安排领取时间, 并在3天内前来领取证书。
- 8.3 Participants shall pay an administrative fee of \$50 for replacement of certificates. 学员如若丢失文凭, 需付\$50的打印手续费。

9. Disclaimer 免责声明

Guilford Training Centre cannot be held liable for any loss, damage, injury and/or liability sustained by any participants nor expense incurred by any participants and their companies arising directly or indirectly from the modification, alteration, cancellation or termination of any of its courses/modules other than the refund of the course fees applicable. 贵福培训中心不对任何学员的损失、损害或损伤承担责任。不对任何公司因修改, 变更, 取消或结束课程进行直接或间接的课程费用以外的赔偿。

10. Confidentiality 隐私政策

Guilford Training Centre is committed to maintaining the confidentiality of the participants personal information and undertakes not to divulge any of the participants information in accordance with our privacy policy. 贵福培训中心维护隐私政策, 致力于保密学员的个人资料, 并承诺不公开不泄露学员的资讯。

I hereby declare that all the information given are true and complete to the best of my knowledge.

I have read carefully and understand and agree to all the terms and conditions of the above statements.

本人特此声明, 以上所有我所提供的信息是真实。我仔细阅读所有的条款和条件, 理解并同意所有的上述声明。

Signature & Date 签名及日期

