

## REGISTRATION FORM

### TEMASEK EXTENSION PROGRAMMES BY CONTINUING EDUCATION CENTRE

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

- Your NRIC / Employment Pass / Work Permit / Passport
- Your TPGA / Friends of TP membership card (if applicable)
- Your employer's contact (for company sponsored applicants only)

Please complete this form and email to [cec@tp.edu.sg](mailto:cec@tp.edu.sg) OR fax to **6788-1475**. For further clarification, please contact **CEC** at tel. no. 6788-1212 or email to [cec@tp.edu.sg](mailto:cec@tp.edu.sg).

#### COURSE DETAILS

Course Title / Date : \_\_\_\_\_

#### PERSONAL DETAILS

Full Name (as in NRIC) : Dr/ Mr/ Mdm/ Ms (Pls underline surname)

Company : \_\_\_\_\_ Designation : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Postal Code: \_\_\_\_\_

HP : \_\_\_\_\_ Office: \_\_\_\_\_ Email : \_\_\_\_\_

#### SPONSORING COMPANY DETAILS

Company Name : \_\_\_\_\_

Company Address : \_\_\_\_\_

Nature of Business : \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person : Dr/ Mr/ Mdm/ Ms (Pls underline surname)

Designation & Dept : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please tick if required:  Please send a receipt to my company at the above stated address upon course confirmation.

#### REGISTRATION AND PAYMENT

Registrations will only be confirmed upon receipt of the relevant registration form(s) and full payment. All cheques should be made payable to **Temasek Polytechnic**. Please send the cheque along with a copy of this registration form to:  
**Continuing Education Centre, Engineering Block 13, Level 3, 21 Tampines Avenue 1, Singapore 529757.**

If you are registering for more than one course, please issue **separate cheques** for each course.

- Temasek Polytechnic Graduates' Association (TPGA) members, full-time Temasek Polytechnic staff, full-time Temasek Polytechnic students or "Friends of TP" will be entitled to **10% discount** on the advertised course fees. Please indicate accordingly :-

<input type="checkbox"/>	TPGA Member ( Expiry date : _____ )	Membership No.: _____
<input type="checkbox"/>	TP Staff	Staff No.: _____
<input type="checkbox"/>	Full-Time TP Student	Student No.: _____
<input type="checkbox"/>	Friends of TP	NRIC No : _____

- Companies can apply directly to the Skills Development Fund (SDF) before course commencement. Please refer to [www.sdf.gov.sg](http://www.sdf.gov.sg) for details.
- Temasek Polytechnic will award a **Certificate of Attendance** if a participant attends at least 75% of the course.

#### Refund Policy

<b>Withdrawal notice must be in writing:</b>	<b>Refund Amount</b>	<b>Cancellation Policy</b>
At least 14 calendar days before commencement of module	Full Refund with \$50 admin charge or 10% of the course fee charged	Temasek Polytechnic reserves the right to cancel any courses with low enrolment, reject any registration and substitute the trainers when necessary.
Within 14 calendar days preceding the commencement date	50% of the course fee paid	
Upon course commencement	No Refund	

I understand and accept the above refund policy and cancellation policy.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Company Stamp : \_\_\_\_\_  
 (if applicable)