Course Enrolment Form (For Language courses at Certificate levels)

Fax to : 6337 1165
Tel : 6334 1080
E-mail to: lcccert@scciob.edu.sg
Post to : Language Studies Centre, 47 Hill Street, #08-01 SCCCI Building, S(179365)

Courses with levels

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM</td>
<td>Gateway to Mandarin</td>
</tr>
<tr>
<td>EC / PC</td>
<td>Elementary / Pre-Intermediate Chinese</td>
</tr>
<tr>
<td>IC</td>
<td>Intermediate Chinese</td>
</tr>
<tr>
<td>AC</td>
<td>Advanced Chinese</td>
</tr>
<tr>
<td>BM</td>
<td>Business Mandarin</td>
</tr>
<tr>
<td>IED / IPD</td>
<td>Intensive Elementary / Pre-Intermediate Chinese (Day)</td>
</tr>
<tr>
<td>BMFA</td>
<td>Business Mandarin for Finance &amp; Accounting Terms</td>
</tr>
<tr>
<td>BMPE</td>
<td>Contemporary China: Its Political, Economic &amp; Regional Culture</td>
</tr>
<tr>
<td>BMCC</td>
<td>Business Mandarin for Chinese Correspondences</td>
</tr>
<tr>
<td>HYPY</td>
<td>Hanyu Pinyin &amp; Chinese Typing Using Chinese Software</td>
</tr>
</tbody>
</table>

LEVELS:
- Level / Module 1
- Level / Module 2
- Level / Module 3

OTHERS:

PERSONAL PARTICULARS (* Compulsory)

*Name (In English):
*Name (In Chinese):
*Mobile No.:
*Office Tel.:
*Fax No.:
*Home Tel.:
*NRIC / Passport No.:
*Date of Birth:
*Nationality:
*Occupation:
*Mailing Address:

A) COMPANY SPONSORSHIP

- No
- Yes

Approving Officer / Contact Person (For company-sponsored application ONLY, compulsory)

Name:
Job Title:
Company Name:
Company Address:

Please use BLOCK LETTERS. Name (In English) will be issued on invoice.

B) HIGHEST EDUCATIONAL QUALIFICATION

- Secondary School & Below
- College / Pre-U / Diploma
- Graduate Degree & above
- Others, please specify

Existing Student (please provide the code for last course attended within this year)
Member of Singapore Chinese Chamber Of Commerce & Industry (SCCCI)

MEMBERSHIP NUMBER / CLASS CODE
EXPIRY DATE / CLASS INTAKE

<<Please read the terms and conditions on the next page before signing.>>
Enrolment
(1) Enrolment is based on first-come-first-served basis.
(2) Courses will commence only if there are a minimum number of participants.
(3) The Institute reserves the right to cancel, postpone or make necessary changes (e.g. lecturer, contents, classroom, course fee and commencement date) to the courses.
(4) Confirmation letter will be sent (via email) ONLY when the class is confirmed.
(5) Trial lessons are NOT allowed at all times.

Payment
(6) Payment to be made one (1) week before commencement.
(7) Payment modes: Cheque, cash, NETS or credit card.
(8) Cheque should be crossed and made payable to "SCCIOB". Indicate your name and the course code behind the cheque and send to this address:
Chinese Language & Culture Centre
47, Hill Street, #08-01, Singapore (179365)
(9) Please do not send any cash by mail.
(10) Payment can be made at the Reception located at #08-01 (47, Hill Street). Please bring along your confirmation letter or enrolment form.
(11) For company-sponsored participants, payment has to be made two (2) weeks from the invoice date.

Withdrawal and Refund
(12) No refund is allowed unless the Institute cancels the course or if the written withdrawal request is made at least 7 working days before course commencement. Please refer to below refund policy:

<table>
<thead>
<tr>
<th>Course fee without registration fee</th>
<th>If Student’s written notice of withdrawal is received</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>7 or more days before the Commencement Date</td>
</tr>
<tr>
<td>75%</td>
<td>3 - 6 days before Course Commencement Date</td>
</tr>
<tr>
<td>No refund</td>
<td>Less than 3 days before the Commencement Date</td>
</tr>
</tbody>
</table>

Deferral and Transfer
(14) Participant may write in to request for a defer to a later class or transfer to another course once.
(15) Transfer / deferment is NOT allowed after the second lesson.
(16) Written request is required. Please fill up the relevant form.
(17) When transferring/deferring of class, participants have to take the next available class. Otherwise, the course fee will be forfeited.
(18) Transfer / Deferral cannot be more than ONE term (3 months).
(19) Transfer / Deferral fee includes:
   a) Administrative charge $21.40
   b) Materials fee Varies according to types of course
   c) Difference in course fee if the fee for the latter class is higher
(20) When transferring to a class with a lower course fee, there will be no refund on the difference in course fees.
(21) Approval for such requests is on a case-by-case basis. The Institute’s decision is final and it will not entertain any dispute.

Issuing of Certificate
(22) Each participant will be awarded a Certificate of Attendance with at least 75% attendance.
(23) Participants must have cleared all outstanding fines and payments before any certificates will be issued to them.
(24) Participants can choose to have the certificates posted to the mailing address given on the enrolment within 4 weeks after the course. Please ensure that address is written clearly and correctly.
(25) The Institute will not be responsible for non-delivery, loss or damage of certificates sent by post.
(26) If you would like to collect the certificate in person, please do so at #08-01 during office hours. Please bring your Identity card.

9:00am to 7:30pm Mon to Fri
9:00am to 3:00pm Saturday
Closed Sunday and Public holiday
9:00am to 1:00pm Christmas Eve, New Year Eve and Chinese New Year Eve

(27) Duplicate certificates will only be issued if the participant has lost or misplaced the original certificate with a written request.
(28) The Institute will only issue one duplicate certificate. A S$21.40 charge will be levied for the duplicate certificate.
(29) The Institute will NOT refund the charge for returned duplicate certificates.
(30) Written notice is required for any change in personal particulars (e.g. address, name, contact information) during the course before receipt of the certificate.