APPLICATION FORM (FOR COMPANY)

PLEASE COMPLETE THE FORM IN CAPITAL LETTERS

PART A: COURSE INFORMATION

COURSE CATEGORY:
☐ WSQ EYDF ☐ WSQ RSP ☐ CPD

Course Applying For : ______________________________
Start & End Course Date : ___________________________ Course Code : ________________________________
Corporate Member : Yes / No (Centre:_______) Company Profile: SME / Non-SME

PART B: APPLICANT PARTICULARS

<table>
<thead>
<tr>
<th>Applicant No. 1</th>
<th>Applicant No. 2</th>
<th>Applicant No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name (As in NRIC/Passport)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRIC / FIN No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART C: APPLICANT HIGHEST ACADEMIC / EARLY CHILDHOOD QUALIFICATION

<table>
<thead>
<tr>
<th>Applicant No. 1</th>
<th>Applicant No. 2</th>
<th>Applicant No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (mm/yy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (mm/yy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title of Qualification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART D: APPLICANT EMPLOYMENT DETAILS

CURRENT EMPLOYMENT

<table>
<thead>
<tr>
<th>Applicant No. 1</th>
<th>Applicant No. 2</th>
<th>Applicant No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Held</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years of ECCE Teaching Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>£ $1,900 / &gt; $1,900</td>
<td>£ $1,900 / &gt; $1,900</td>
<td>£ $1,900 / &gt; $1,900</td>
</tr>
</tbody>
</table>

PART E: COMPANY DETAILS - BRANCH

BRANCH DETAILS

<table>
<thead>
<tr>
<th>Sector</th>
<th>Branch/Centre Name</th>
<th>Website</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Office / Mobile Number</td>
<td></td>
<td>Designation</td>
<td></td>
</tr>
</tbody>
</table>

SEED Institute CPD / EYDF / RSP Application form – Company (version 05 – Jan 2016)
APPLICATION FORM (FOR COMPANY)
PLEASE COMPLETE THE FORM IN CAPITAL LETTERS

PART F: COMPANY DETAILS - HEADQUARTER

HEADQUARTER DETAILS

Headquarter’s Name : ___________________________ Website : ___________________________
Address : ____________________________________
Contact Person : ________________________________ Email : ___________________________
Office / Mobile Number : ________________________ Designation : _______________________

MAILING ADDRESS

☐ Headquarter ☐ Branch BILLING ADDRESS

☐ Headquarter ☐ Branch

TERMS AND CONDITIONS

1. SEED Institute Pte Ltd is committed to maintain the confidentiality of the applicant’s personal information and undertakes not to reveal any of
the applicant’s information to any 3rd party without prior written consent of the applicant.

2. Registration is on first come, first served basis upon receipt of completed application form and payment. Application form and payment must be
submitted in person at the following campus, or by post, at least 2 weeks before course commencement.

   SEED Institute Pte Ltd (City Campus)
   NTUC Trade Union House, 73 Bras Basah Road, #07-01, Singapore 189556

3. Course fees are subject to Goods and Services Tax (GST). Registration fee applies and is non-refundable, unless otherwise stated.
   Payment via cheque should be made payable to “SEED Institute Pte Ltd”.

4. Trainee is to select the correct and suitable language medium of the course (if any) during enrolment. SEED Institute will not be liable for any
   failures due to enrolling the incorrect language medium.

5. Course schedule and venue are subject to confirmation. SEED Institute Pte Ltd reserves the rights to cancel or re-schedule the class and
   venue without prior notice.

6. Course Fee Funding
   Sponsoring Company and Trainee shall be bounded by the Terms and Conditions of the funding scheme as approved by SEED Institute Pte
   Ltd (refer to point 9 for course requirement). For funded courses, the Sponsoring Company may be required to pay upfront only a
   portion of the course fee (after funding) at the point of application. Should the course fees funding application be rejected by the funding
   agency for whatsoever reasons, SEED Institute reserves the rights to claim the funded portion of the course fees from the Sponsoring Company.
   The funded course fees shall be paid to SEED Institute within 14 days from the date of rejection by funding agency.
   For WDA funded programs, Company must to log into SkillsConnect to apply for course fees grant within 30 days of course commencement.
   Failure to do the above will result in no course fee funding. Company will then be required to pay the FULL course fees amount.

7. No Show
   There would be no refund of course fees for participants who did not attend the course, without prior written notification to SEED Institute. A ‘no-
   show’ by the participant would be considered as consumption of course.

8. Resignation / Termination from Company
   In event the Sponsored Staff resigns from or is terminated by the Company, the Company shall submit a letter of notification to SEED Institute
   within 1 month of the notice of resignation. SEED Institute reserves the rights to claim full fees for the consumed module (or modules). The
   Sponsored Staff can continue with the course if the Company provides SEED Institute a letter of release to allow the Sponsored Staff to
   continue with the course.

   Note: The Company is to bear the disbursement of the funded course fee by the funding agency if the Sponsored Staff is not able to meet the
   above requirement.

9. Course Requirements
   a. WSO RSP:
      - Trainee is required to fulfill at least 75% attendance and complete all the assessment to be certified as “Competent”.
      - Trainee shall complete a minimum of 20 hours (within 6 months) in the ECCE sector as a Relief Staff, after course completion.
      - Surveys will be conducted via phone/email after course completion.
   b. WSO EYDF:
      - Trainee is required to fulfill 80% attendance and complete all the assessments to be certified as “Competent”.
      - Trainee shall stay employed in the ECCE sector for at least 3 months after course completion.
      - Surveys will be conducted via phone/email 3 months after course completion.
   c. WSO CPD
      - Trainee is required to fulfill at least 75% attendance and complete all assessments to be certified as “Competent”.
      - Trainee shall stay employed in the ECCE sector for at least 3 months after course completion.
      - Surveys will be conducted via phone/email 3 months after course completion.
   d. CPD (all others)
      - Trainee is required to fulfill 100% attendance and complete all assessments (where applicable) to be certified as “Competent”.
      - A Certificate will be issued to Trainee who has fulfilled the above.

   Note: Trainee will still be considered absent even though medical certificates and letters of excuse are produced.

Trainees who are unable to meet the course requirements stipulated by funding agency and SEED Institute leading to being deemed as “Not
Yet Competent” / “Fail” for the course shall be liable to pay the full course fees for the consumed module (or modules).
10. Withdrawal Before Course Commencement
   - For course withdrawal, a written notice must be submitted and received by SEED Institute Pte Ltd before course commencement. The following refund policy applies.

<table>
<thead>
<tr>
<th>Refund Policy on Course Fee Paid (% of Refund)</th>
<th>If Student’s Written Notice of Withdrawal is Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>30 days or more before the Course Commencement Date</td>
</tr>
<tr>
<td>75%</td>
<td>14 days to 29 days before the Commencement Date</td>
</tr>
<tr>
<td>0%</td>
<td>Less than 14 days before the Commencement Date</td>
</tr>
</tbody>
</table>

Note: 100% course fee will be charged in the event that applicant did not turn up for courses, and no request of withdrawal is received before course commencement.

11. Deferral / Withdrawal / Dismissal After Course Commencement
   - Trainees who defer / withdraw from the course shall inform SEED Institute within two weeks of notice of deferral / withdrawal in writing.
   - Trainees who are unable to meet the course requirements stipulated by funding agency and SEED Institute due to deferral / dismissal after course commencement leading to being deemed as “Not Yet Competent” / “Fail” for the course shall be liable to pay the full course fees of the consumed module (or modules).
   - In the event of deferral is approved, the trainee is required to resume the course in the next immediate available intake, failing which, the trainee would be deemed as having withdrawn from the course. Terms and conditions regarding course withdrawal shall apply.

12. Examination and Assessment
   - Trainees are advised to be punctual on the day of examination / assessment. Late participants may be barred from taking the examination / assessment.
   - In the event that a trainee is found guilty of academic dishonesty, trainee will be barred from the examination / assessment, and SEED Institute Pte Ltd reserves the rights to take necessary actions.
   - Trainees who failed to complete the course successfully due to failure in meeting the attendance or assessment requirements would be graded as “Not Yet Competent” / “Fail”.

13. Course Completion
   - Trainee has to be assessed as ‘Competent’ / “Pass” in the assessment for WSQ Course in order to receive the Statement of Attainment (SOA). SEED Institute will inform trainee when the SOA is ready for collection.
   - SEED Institute will provide a complimentary first print of e-Certificate (SOA) for trainee.
   - In event of any outstanding course fees payment, book / equipment loans and / or library fines, SEED Institute reserves the right to withhold the trainee’s Transcript, SOA and other certifications (where applicable) until full payment has been received.
   - SEED Institute reserves the right to transfer the Transcript, SOA and other certifications (where applicable) of the trainee to their sponsoring company in event of requests made by the company.

---

For further information and enquiries, please contact us on the following channels:

**Contact No.** : 6332 0668  
**Email Address** : info@seedinstitute.edu.sg  
**Website** : www.seedinstitute.edu.sg

---

**COMPANY DECLARATION**

We certify that all information made on this application is true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds for rejecting the application. We authorize any investigation of the above information for the purpose of verification. We understand and accept the terms and conditions of the course set by SEED Institute Pte Ltd.

**Designation** :  
**Name** :  
**Signature** :  
**Date** : 

**Company Stamp** :

---

**FOR OFFICIAL USE ONLY**

<table>
<thead>
<tr>
<th>Applicant No. 1</th>
<th>Applicant No. 2</th>
<th>Applicant No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Type</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Application No.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receipt No.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Payment In</strong></td>
<td>NETS / Credit Card / Cheque / Others</td>
<td></td>
</tr>
</tbody>
</table>

**Date** :  
**Collected by** :  

---

SEED Institute CPD / EYDF / RSP Application form – Company (version 05 – Jan 2016)