PART A: COURSE INFORMATION

COURSE CATEGORY:
☐ WSQ EYDF  ☐ WSQ RSP  ☐ CPD

Course Applying For: ____________________________________________

Start & End Date : __________________________ Course Code: __________________________

Type of Sponsorship: Individual / WDA Funding – Individual / e2i Funding – Individual (Only where applicable)

WTS 95% Eligibility : Yes / No

PART B: PERSONAL PARTICULARS

Full Name : ____________________________________________

Name as in NRIC / Passport & Underline Surname

Please note that this name will be used on your examination & transcript & certificates. Any future changes must be supported by documentary evidence (ie deedpoll)

NRIC / FIN No. : __________________________ Date of Birth : __________________________

Gender : __________________________ Race : __________________________

Age : __________________________ Citizenship : __________________________

Nationality : __________________________ Union (Y/N) : __________________________

Mailing Address : ____________________________________________

Mobile : __________________________ Email Address : __________________________

PART C: HIGHEST ACADEMIC / EARLY CHILDHOOD QUALIFICATION

<table>
<thead>
<tr>
<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Title of Qualification</th>
<th>Institution</th>
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PART D: EMPLOYMENT DETAILS

CURRENT EMPLOYMENT

Position Held : __________________________ Employment Start Date : __________________________

Years of ECCE Teaching Experience : __________________________ Company : __________________________

Salary Range : ☐ $< 1,000 ☐ $1,000 - $1,400 ☐ $1,401 - $1,700

☐ $1,701 - $1,999 ☐ $2,000 - $2,499 ☐ $2,500 - $2,999 ☐ $3,000 - $3,499

☐ $3,500 - $3,999 ☐ ≥ $4,000

Years of Experience Working with Children Aged 2 Months – 3 Years Old : __________________________

Current Age Group of Children Working with : __________________________

PRIOR WORK EXPERIENCE (AT LEAST 1 YEAR CONTINUOUS) : YES / NO

If Yes, in what area?

Industry : __________________________ Company : __________________________

Position Held : __________________________ Years of Work Experience : __________________________

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

   • SEED Institute Pte Ltd – (West Campus)  
     Devan Nair Institute for Employment and Employability, 80 Jurong East Street 21, #03-03, Singapore 609607

3. Course fees stated are inclusive of Goods and Services Tax (GST). Registration fee applies, unless otherwise stated.

4. Payment via cheque should be made payable to “SEED Institute Pte Ltd”.

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

7. Trainee shall be bound by the Terms and Conditions of the funding scheme as approved by SEED Institute Pte Ltd. For WDA or e2i funded courses, a trainee is required to pay upfront only a portion of the course fee (after funding) at the point of application. In the event that the trainee fails to meet any of the requirements set under the funding scheme (as stated below or otherwise), and thereby resulting that his / her application for funding claim to be rejected by WDA or e2i due to any reasons, the trainee is liable to pay the balance of the course fee (ie the potential funding amount) to SEED Institute Pte Ltd:
   - Trainee fails to achieve the minimum attendance required by the course (WSQ CPD / RSP – 75%, all others – 100%).
   - Trainee fails to sit for the required examinations / assessment where applicable.
   - Trainee fails to stay employed in the Early Childhood Sector for at least 3 months, upon course completion (for WSQ CPD and WSQ EYDF).
   - Trainee fails to fulfill a minimum of 20 hours as a Relief Staff within 1 year, upon course completion (for WSQ RSP only).

8. Deferral (for WSQ EYDF and WSQ RSP only):
   - For course deferral, a written notice must be submitted and received by SEED Institute Pte Ltd at least 2 weeks before course commencement.
   - Trainee is only allowed one deferral.

9. Withdrawal:
   - 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 / deferral (where applicable) is received before course commencement.

10. a. WSO RSP:
   - Trainee is required to fulfill 75% attendance and complete assessment to be certified competent.
   - Trainee shall complete a minimum of 20 hours (within a year) in the sector as a Relief Staff, after course completion.
   - A survey will be conducted via phone/email after course completion.

b. WSO EYDF:
   - Trainee is required to fulfill 100% attendance and complete assessment to be certified competent.
   - Trainee shall stay employed in the sector for at least 3 months after course completion.
   - A survey will be conducted via phone/email 3 months after course completion.

c. WSO CPD:
   - Trainee is required to fulfill 75% attendance and complete assessment to be certified competent.
   - Trainee shall stay employed in the sector for at least 3 months after course completion.
   - A survey will be conducted via phone/email 3 months after course completion.

d. CPD (all others):
   - Trainee is required to fulfill 100% attendance and complete assessment (where applicable) to be certified competent.
   - Certificate of Attendance will be issued to Trainee who has fulfilled the above.

11. 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.
   - If trainee is found cheating, trainee will be barred from the examination / assessment, and SEED Institute Pte Ltd will reserve the rights to take necessary actions.

12. Statement of Attainment (SOA):
   - Trainee has to be assessed as ‘Competent’ in the assessment for WSQ Course in order to receive the Statement of Attainment (SOA).
   - SEED Institute Pte Ltd will inform trainee when the SOA is ready for collection.

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

Contact No.: 6332 0668 / 6602 9750  Email Address: info@seedinstitute.edu.sg  Website: www.seedinstitute.edu.sg

DECLARATION

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

I acknowledge and agree that SEED Institute Pte Ltd may collect, use and disclose to any third party any and all particulars relating to my personal information for the purposes of (i) providing early childhood & care related training and associated services, (ii) billing and account management (including debt collection or recovery); (iii) conducting surveys or obtaining feedback; (iv) informing me of services and offers by SEED Institute Pte Ltd, its related entities and business affiliates (unless I duly inform you otherwise); and (v) complying with all applicable laws and regulations, and business requirements.

Signature of Applicant ___________________________ Date ___________________________

FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Registration Fee</th>
<th>$10.70 / $21.40 (inclusive of GST)</th>
<th>Payment In</th>
<th>NETS / Credit Card / Cheque / Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application No.</td>
<td></td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Receipt No.</td>
<td></td>
<td>Collected By</td>
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SEED Institute CPD / EYDF / RSP Application form – Individual (version 04 – Jan 2015)