

## Student Enrolment Form

Please complete this form and fax back to the S & I Education Centre at 6319 4880.

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

Requestor Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Bill To: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Authorised Name & Designation: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Code	Course Title	Mr / Ms	Student Name(s)	Designation	Start Date	Course Fee S\$	
Course fees include comprehensive course materials and refreshments						<b>Total</b>	

## Course Confirmation Slip

To be completed by S & I Systems Pte Ltd

Date of Confirmation: \_\_\_\_\_ Payment Received: Yes / No

Course Commencement Date: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

Invoice Amount: \_\_\_\_\_ \*Course Venue: \_\_\_\_\_

Confirmed By: \_\_\_\_\_ Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

Note:  
Course Prerequisites: All courses have defined prerequisites. Students are responsible for ensuring that they have the necessary course prerequisites in order to gain the most out of the course.

Confirmation of Registration: Upon receiving the completed registration form, S & I will reserve a place and enrolment will be confirmed upon receipt of the course fee.

Cancellation of Registration: Written notice of cancellation made between:  
 a. More than 14 days = 0% of course fee  
 b. 7 – 14 days = 50% of course fee  
 c. Less than 7 days = 100% of course fee  
 After which, the full course will be billed for no-show or cancellation. Replacement is allowed.

Payment of Course Fee: The course fee must be paid seven (7) days before course commencement. Cheques should be made payable to "S & I Systems Pte Ltd".

Cancellation of Course: S & reserves the right to amend / postpone courses without prior notice due to any unforeseen circumstances.

Venue: Classes will be held at the S & I Education Centre, 31 Kaki Bukit Avenue 3, #05-20/23 Techlink, Singapore 417818 (nearest MRT station is Eunos MRT), unless otherwise stated in course venue\* field.

All information correct at time of printing and may subject to change without prior notice.