**COURSE ENROLMENT FORM**

Please complete and return this form by Email: enquiries@odctraining.com.sg .

**Course Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Dates** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**No. of Days** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **Company Information** |
| **Company Name:** |  |
| **Company Address:** |  |
| **Invoice Attention to**:   |   | **Tel (O):** |  **Email:** |
|  |
| **Participant Information** |
| **Salutation:**(Dr. Mr. Mrs. Mdm. Ms.)  |  | **Name:**(as in IC/Passport): |  |
| **Designation:**  |  | **Email:** |  |
| **Mobile phone:** |  | **Tel (O):** |  |
|  |  |
| **Course Fees**  |
| ***S$*** |  |  |  |  |
| Please include prevailing GST rate |  |  |  |  |  |  |
|  |  |  |  |
| **Withdrawal and Refund Policy** |
| **Withdrawal Policy:**1. Withdrawal request must be made in writing and no other mode of informing will be accepted.
2. For company-sponsored participants, the withdrawal request must be written by the authorised representative of the company.
3. Registered participants who do not show up for the course will be considered as ‘Withdrawal without notice’ and ODC reserves the right to charge a penalty of 100% of the course fee.

**Refund Policy:**1. Course fees paid to ODC are refundable based on the following conditions:

|  |  |
| --- | --- |
| **Written Notice of Withdrawal is received** | **Percentage of refund** |
| 14 days before course date | 100% |
| 7 days before course date | 25% |
| Less than 7 days before course date | 0% |

1. No refund of course fees if course materials have been collected
 |
| **Letter of Acceptance**  |
|  |  |  |
| **Name and signature** | **Company Stamp**  | **Date** |
| **Contact Information :**  |  |  |