

## COURSE ENROLMENT FORM

Form RI/071031

### For Official Use

Programme Executive  Ref. No. / Course Code

Remarks:  Instalments In  Months Date  /  /

SDF  VCF  Others

### Personal Details

Mr  Mrs  Miss  Ms  Dr

NRIC No. / Passport No.  Nationality

Date of Birth  /  /  Age  Race / Religion

Sex  Marital Status  Email

Address

Contact No.  (H/O)  (Pager/HP)  (Fax)

Status  Employed  Self-Employed  Homemaker  Retiree  Senior Citizen  Unemployed

Highest Qualification  PSLE & Below  GCE 'N' / NTC-3  GCE 'O' / NTC-2  GCE 'A'  Diploma  
 Degree  Post-graduate  Others  (Please Specify)

### Academic Details / Work Experience (Required for Diploma / Degree Courses)

#### Academic Details

From (MM / YYYY)	To (MM / YYYY)	Highest Attained	Institution
<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

#### Work Experience

From (MM / YYYY)	To (MM / YYYY)	No. of Years	Company	Designation
<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Company Details (Required For Company-Sponsored Employees)

Company  Contact Person / Designation

Address

Office No. / Fax No.  Email

### Course Details

Course Title  Level  Major / Specialisation

Subjects

Start Date (DD/MM/YYYY)  /  /  End Date (DD/MM/YYYY)  /  /

Duration  hrs Study Mode (FT / PT)  Any Exemptions?

Course Fee \$  .  Registration Fee \$  .  Total Payable \$  .

Payment Plan  Full  Instalments

**Terms & Conditions**

1. Reservations will only be confirmed upon receipt (in Full) of course fees and other fees. For installment payment, reservations will be confirmed upon receipt for the first installment.
2. Class(es) will be confirmed 3 days prior to course commencement.
3. All fees must be paid prior to the commencement of the course / programme with the Course Enrolment Form and any other required supporting documents.
4. The relevant Registration Fee is payable for each course / programme registered.
5. Students who are late in making payment on the stipulated date will be charged a late fee of \$50. For Installment Plans, payments are due on a monthly basis (every 1st of the month) from the date of registration (not the course commencement date). Students, who have been granted the installment, who are late in payment will also be charged a late fee of S\$50. In addition, all outstanding payment is subject to 12% interest charge per annum.
6. For All courses, crossed cheques should be made payable to "ACADEMY OF CERTIFIED COUNSELLORS".
7. Post-dated and Non-transferable cheques are not accepted.
8. ACC School of Counselling & Psychology ("The School"), the training division of the Academy of Certified Counsellors reserves the right to re-schedule or cancel the course/programme, change the trainer, or change training venue due to unforeseen circumstances.
9. The School reserves the right to add any additional students at the start of the module.
10. The School will not conduct any make-up classes for the student as it offers lessons on a 'per course' basis, not on the number of hours. Thus it is the student's responsibility to attend lecturers, classes, tests, and exams on time as required by his/her trainer / lecturer.
11. All participants are to observe the Copyright Law on intellectual properties such as software and courseware.
12. Anyone who attend classes without prior registration would be deemed illegal and will be prosecuted. The School will not be responsible for any damages or loss occurred as a result of student's negligence or misbehaviour conduct.
13. **ACC School of Counselling & Psychology, the training division of the Academy of Certified Counsellors is a private school registered with Ministry of Education (Singapore) Certificate No. 2233.**
14. Once you are accepted as a student by The School, this term and condition will constitute a contract between you and The School. The School's decision to offer you a place will be made on the basis that you understand and signify your consent to the incorporation of this term and condition as such contract. The School reserves the right to cancel any courses or ask the student to leave anytime if the students fails to fulfill any above requirements. Thus should the student request for a refund of fees, the decision is at the discretion of The School.
15. **Refund Policy**
  - a) All application, registration, textbooks and membership fees for current year paid to The School are non-refundable. Only the paid courses fees are refundable on the following conditions:

Percentage of refund for paid coursefees / Pro-Rated amount for Installment scheme based on the first payment	Conditions
<b>100%</b>	If the letter of withdrawal is received more than 60 days before course commencement
<b>75%</b>	If the letter of withdrawal is received 30 days to 60 days before course commencement
<b>15%</b>	If the letter of withdrawal is received less than 30 days to 7 days before course commencement
<b>0%</b>	If the letter of withdrawal is given from 7 days to 1st day of course commencement

- b) Students should submit their refund requests in writing to "The Manager" of The School.
  - c) Students on installment payment scheme will obtain their refund based on pro-rated basis according to the amount paid to The School with the above terms and conditions applied.
  - d) There shall be no refund for company-sponsored participants.
  - e) A Fee of S\$ 50.00 will be imposed for refunds processing.
16. **Withdrawal Policy**
  - a) There is no withdrawal of course fees upon the commencement of the course.
  - b) Students with genuine financial difficulties and wish to withdraw from the course should write to The School for consideration. All requests must be supported with documentary evidence. The withdrawal amount upon the review and approval of The School, will be based solely at The School's discretion and decision. The final decision would be informed to the students in writing.
  - c) Students should submit their withdrawal requests in writing with documentary evidence to "The Manager" of The School.
17. **Deferment**
  - a) In any circumstance(s) if a student has to defer the completion of the course, a Letter of Deferment has to be signed. A student is allowed deferment **ONCE** and deferment duration is within **6 month from the deferment date**. All fees must be fulfilled even during the deferment period.
  - b) If a student rejoins the course **AFTER** the stipulated rejoin date, the school will impose a 50% charge of the enrolled course fee and the student will have to attend the full course again.
18. **Examination**
  - a) All representation made by The School regarding the awarding examining body and the external programme are based on information made available by the examining body and are comprehensively contained in The School's printed information or on our website. As the examining body reserves the right to change programme details without any notice to the student, The School shall **NOT BE LIABLE** for any representations made about the examining body which will therefore not be deemed as term of enrolment.
  - b) It is the responsibility of the student to ensure that they fully comply with the entrance requirements and to the necessary examination registration with the relevant Examination Body. In this respect, The School will endeavour to assist the student in whatever way necessary, and the student will be charge for the examination fee(s) accordingly.
19. Courses are awarded by the ACC School of Counselling & Psychology, the training division of the Academy of Certified Counsellors, duly signed by the President of The School.
20. The total fees payable for Specialist Diploma in Counselling Psychology is inclusive of a non-refundable registration fee, a 2-year ACC membership; 1 compulsory textbook and 3 student guidebooks (1 per module to be distributed on the first lesson of each module).
21. Other courses conducted by The School is inclusive of a non-refundable registration fee & a 2-year ACC membership unless stated otherwise.

**Declaration**

I declare that I have read the terms and conditions on this enrolment form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that ACC School of Counselling & Psychology, the training division of the Academy of Certified Counsellors may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me.

Applicant's Signature  
(Designation & Company  
stamp if necessary)

Date