

IMPORTANT NOTE:

Registration Closing Date:
18 December 2009, Friday by 5pm.
 Late Entries Will Not Be Accepted.



EXECUTIVE DIPLOMA IN CORPORATE ADMINISTRATION (EDCA)
Course Registration Form

Please Tick (✓)		January to March 2010		
New Subject (S\$ 508.25)	Re-sit Per Subject (S\$ 262.15)	Subjects	Tutorial Date 6:30pm - 9:30pm	Exam Day/Date 10.00am to 1.00pm
<input type="checkbox"/>	<input type="checkbox"/>	Business Accounting	Mon, 4 Jan 2010	Tue, 30 Mar 2010
<input type="checkbox"/>	<input type="checkbox"/>	Business Information System Administration	Tue, 5 Jan 2010	Wed, 31 Mar 2010
<input type="checkbox"/>	<input type="checkbox"/>	Corporate Compliance Procedures	Thur, 7 Jan 2010	Mon, 29 Mar 2010
<input type="checkbox"/>	<input type="checkbox"/>	Business Planning	Fri, 8 Jan 2010	Thu, 1 Apr 2010

Personal Details

Full Name (as in NRIC) : _____ NRIC No.: _____
 Please underline Surname

Email (COMPULSORY) : _____ Date of Birth: _____

Home Address : _____ Postal Code:

Mobile: _____ Tel (O): _____ Tel (H): _____

Employment Details

Organisation : _____

Designation : _____ Working Experience : _____

SDF Grant (Please Tick)

- New SDF Application : Yes No January 2010 – December 2010
- Current Student Under SDF : Yes No

SRP Grant (Please Tick)

- New SRP Application : Yes No January 2010 – December 2010
- Current Student Under SRP : Yes No

Mode of Payment (Please Tick)

- Full Payment Modular Sponsored by Company

Attention: PLEASE READ THE IMPORTANT NOTES OVERLEAF.

I hereby apply for admission to the SAICSA Executive Diploma in Corporate Administration. I declare that the information given in this form is true and accurate. I understand and accept to comply with the prevailing rules and regulations, terms and conditions stipulated by CCMD PTE LTD.

 Signature of Applicant/Date

OFFICE USE ONLY:

Invoice No.	Fee Type	Amount	Method of Payment	Receipt No.
	Full Payment			
	Per Module Fee			
	Exemption Fee			

EXECUTIVE DIPLOMA IN CORPORATE ADMINISTRATION (EDCA)

Terms & Conditions

1. Registration

1.1 New Students

New students must complete the respective Student Registration and Course Registration Forms, and submit the duly completed forms together with the following before the stipulated closing date:

- a. certified true copies of educational qualifications, and requisite fees.

1.2 Existing and Re-sit Students

Existing and re-sit students must complete the Course Registration Form and submit it with the requisite fees before the stipulated closing date.

2. Fees

2.1 The fee per subject is as follows:-

New subject	:	S\$508.25 per subject (incl. GST)
Re-sit subject	:	S\$262.15 per subject (incl. GST)
Exemption Fee	:	S\$107/- per subject exempted (incl. GST)

2.2 Requisite fees must be paid in full on submission of the registration form and before the closing date.

2.3 Full payment of fees may be paid by cheque or NETS. Cheque should be made payable to “CCMD Pte Ltd”.

2.4 Students will have to pay for the requisite exemption fee upon registration.

2.5 Students with outstanding fees will not be permitted to write the examination.

3. Attendance

Students are required to achieve at least **75% attendance** for each module, failing which students will be barred from the examination.

4. SDF & SRP

Students who are sponsored by their companies and had applied for SDF & SRP fundings, are required to achieve at least 75% attendance and sit for the examination, failing which students will have to pay the amount of SDF funding amount to CCMD Pte Ltd.

5. Withdrawal

5.1 Students who withdraw **before** the stipulated closing date must do so in writing, and will have to bear an administrative fee of **\$133.75** per module on withdrawal.

5.2 Students who withdraw **after** the stipulated closing date must do so in writing, and will have to bear the administrative, study materials and examination fees of **\$395.90** per module on withdrawal.

6. Refund Policy

6.1 No refund is allowed **after** the closing date of the course.

6.2 A written request for refund is required if student wishes to withdraw from the course.

6.3 There will be no refund on modular fee paid by students who withdraw **after** the stipulated closing date.

6.4 Fees (subject, exemption, re-sit and postponement) are non-refundable fees.

7. Postponement

7.1 Postponement of an examination sitting will only be permitted in certain circumstances (e.g bereavement of family member, taken ill during the examination period).

7.2 Application for postponement together with documentary evidence must be submitted to **CCMD** within one (1) week after the examination. Late submission will not be considered.

7.3 A postponement fee of **S\$337.05** per module (incl GST) will be levied. Cheque should be made payable to “CCMD Pte Ltd”.

7.4 Upon receipt of the postponement fee, students will have to sit for the next examination diet, and no further postponement will be allowed.

8. Tutorials

8.1 Tutorials will be held on weekdays from 6.30 p.m. to 9.30 p.m.

CCMD Pte Ltd reserves the right to change the trainers, date, time and venue or cancel the course owing to unforeseen circumstances.