

**IMPORTANT NOTE:**

Registration Closing Date:  
**Friday, 30 April 2010 by 5pm sharp.**  
 Late Entries Will Not Be Accepted.



**EXECUTIVE DIPLOMA IN CORPORATE ADMINISTRATION (EDCA)**  
**Course Registration Form**

Please Tick (✓)		May to July 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 Economics	Mon, 10 May 2010	Mon, 26 July 2010
<input type="checkbox"/>	<input type="checkbox"/>	Business Organisation Management	Tue, 11 May 2010	Tue, 27 July 2010
<input type="checkbox"/>	<input type="checkbox"/>	Business Law	Wed, 12 May 2010	Wed, 28 July 2010
<input type="checkbox"/>	<input type="checkbox"/>	Human Resource Management	Fri, 14 May 2010	Thu, 29 July 2010

**Personal Details**

Full Name (as in NRIC) : \_\_\_\_\_ NRIC No/Passport/Permit No: \_\_\_\_\_  
 (Please underline surname)

Nationality :  Singaporean  Singapore Permanent Resident  Others, please specify: \_\_\_\_\_

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  May 2010 – May 2011
- Current Student Under SDF : Yes  No

**SRP Grant (Please Tick)**

- New SRP Application : Yes  No  May 2010 – May 2011
- 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 For Full Fee Paid in Advance

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

6.2 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.**