

# REGISTRATION FORM



## PERSONAL PARTICULARS

**Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**NRIC/Passport No.:** [as in NRIC] \_\_\_\_\_ **Nationality:** \_\_\_\_\_  
**Gender:** Male / Female \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Mobile No.:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_

## COMPANY PARTICULARS (FOR COMPANY SPONSOR ONLY)

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

## COURSE INFORMATION

COURSE DESCRIPTION	SOC DATE	EOC DATE	COURSE FEES
Project Management Professional (PMP) Course			
Project Management Professional (PMP) Examination			
<b>REMARKS:</b>		<b>GST</b>	
		<b>Total Payable</b>	

## PAYMENT DETAILS

**Mode of Payment**  Credit Card  6 months Installment  Nets  Cash  Cheque No: \_\_\_\_\_

**Credit/Charge Card:**  VISA  MasterCard  American Express \_\_\_\_\_

**Credit Card No:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

\*Credit/Charged Card payments should be done via electronic device.

**I have read and hereby declare that the information I have provided in this form are true and accurate. I agree to abide by the Registration Terms and Conditions (as shown overleaf) stipulated by ERC."**

Participant's signature \_\_\_\_\_  
Date: \_\_\_\_\_

Account Manager's signature \_\_\_\_\_  
Date: \_\_\_\_\_

## R E G I S T R A T I O N   T E R M S   &   C O N D I T I O N S

### Enrolment Confirmation

- Registration can be made either through direct walk-in, fax or mail before the course commencement date.
- Once registered, a seat will be reserved for three (3) days during which payment must be made.
- The School reserves the right to offer the seat to other paying participant without prior notice.
- Participants who register less than three (3) days before the course commencement date are to make their payment immediately.

### Course Fee

- Includes all course material(s).
- The course fee indicated in the registration form is the final course fee payable by the registrant for the course(s) enrolled.
- Discounted course fee (if any) offered to the participant is based on the condition that the participant complete all the course(s) enrolled. ERC reserves the right to withdraw or amend the discount in the event that the participant fail to complete the course(s) enrolled.
- Discounts (if any) are given at the discretion of ERC. ERC reserves the right to amend the discount(s) extended to any participant as and when it deems fit.
- A non-refundable registration fees of S\$100 subjected to prevailing tax rates is payable for each courses upon registration.

### Payment

- All course fees are to be made in full 1 week prior to commencement of course.
- For cheque payment, please make payable to **"ERC INSTITUTE PTE LTD"**.
- Official receipts will be issued upon received of payment.

### Course Withdrawal / Refund Policy

- All course fees and deposits paid are non-refundable under any circumstances. Unless in the event of course cancellation by ERC.
- 50% of course fees is chargeable when cancellation notice is received more than 2 (Two) weeks before commencement of class.
- 100% of course fees is chargeable when cancellation notice is received less than 2 (Two) weeks before commencement of class.

### Cancellation and Postponement of Course Schedules

- ERC reserves the rights to cancel/ postpone/ amend any course without penalty, due to insufficient participants or any unforeseen circumstances.
- In an event of cancellation or postponement of a class by ERC, the participants will be notified through phone or email at least five (5) workings days (where possible) in advance with the alternate schedule (if any). For emergency cases, less than twenty-four (24) hours notice will be given instead.