

APPLICATION FORM (Short Courses)

INSTRUCTIONS

1. Please refer to the terms & conditions in our brochures prior to filling up this form.
2. **Please leave the field in this form blank if it is not applicable.**
3. Please enclose the following documents together with your submission of application form:
 - a) Application fee by cash, NETS or cheque (non-refundable)
 - b) Copies of relevant education qualifications **that meet course entry requirements.**
 - c) Copies of NRIC / Employment Pass / Dependant Pass / Work Permit Pass.
5. Registration will only be confirmed upon receipt of payment, on a first-come-first-served basis.
6. TMIS will inform the applicant should there be postponement/cancellation of the course.

For Internal Use Only

Enrolment Number

Course Intake Code

Please select (v)	Course Title	Course Date	Mode of Study
	WSQ NATAS Professional Tour Leading Part 1: Prepare for Outbound Tour WSQ NATAS Professional Tour Leading Part 2: Lead Outbound Tour		Please select (v) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
	WSQ Provide Guiding in Eco-Tourism and Nature Tourism		
	WSQ Sell Products and Services		
	Others:		

Section A – Particulars Of Applicant

Full Name (As per NRIC / Passport):	
Full Name (In Chinese):	NRIC / FIN Number:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: / / DD/MM/YYYY Age:
Citizenship: <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Foreigner	Country of Birth:
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others	Race:
Email Address:	
Residential Address:	
Postal Code: Singapore ()	
Contact Number: _____ (Mobile) _____ (Home)	
Name of Next-of-Kin (NOK):	NOK's Contact Number: mobile no

Section B: Education Qualifications & Employment Information

Highest Qualification: <input type="checkbox"/> PSLE <input type="checkbox"/> GCE N / O Level / NITEC <input type="checkbox"/> Tertiary and above <input type="checkbox"/> Others: _____	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Sponsored? <input type="checkbox"/> Yes <input type="checkbox"/> No
Designation:	Employer:
Salary Range (if applicable): <input type="checkbox"/> \$1000 and below <input type="checkbox"/> \$1001 - \$1499 <input type="checkbox"/> \$1500 - 1999 <input type="checkbox"/> \$2000 - \$2999 <input type="checkbox"/> \$3000 and above <input type="checkbox"/> Others: _____	

For Tourist Guide Professional Development Course (PDC) only (Please leave the fields blank if not applicable.)	
TG Badge Number:	Expiry Date:
Guiding Language:	<input type="checkbox"/> English <input type="checkbox"/> Chinese <input type="checkbox"/> Others: _____

Note: Participants who attend any TG PDCs conducted in TMIS can only clock for up to a **maximum of 14 hours per course** unless otherwise specified.

Section C – Declaration

Please tick either “Yes” or “No” for the below statements.	Yes	No
I declare that I have not attended the same or any similar training provided either by TMIS or any other Authorised Training Institution.		
I acknowledge that I will be held liable to pay back the full course fees if there is failure on my part to complete the signed up course / programme.		

*** Please furnish more details if you tick “NO” for any of the above questions.**

Personal Data Protection Act (PDPA)

I allow TMIS to collect, use and disclose my personal data or otherwise as permitted by the PDPA (and such other applicable laws or regulations) and for any other legal purpose(s) in order to enable TMIS to provide the desired service, information or assistance.

AGREE **DISAGREE**

Pre-course Counselling

I declare that I have been briefed on the following by my TMIS Course Consultant:

- Fee Protection Scheme (**Opt in / Opt Out**) please delete one option
- Deferment / Withdrawal Policy, and no Transfer Policy for short course
- SSG funding requirements (for Singaporeans & PRs only) on 75% Attendance Fulfilment and Course Assessment fulfilment
- e-SOA and print available at \$21.40 per page
- Brochure (Version: _____) and Course Schedule are provided to me

Applicant’s Declaration

- I declare that the information in this application and any sheets attached hereto are true to the best of my knowledge and I have not wilfully suppressed any material fact. I accept that if any information given by me in this application is in any way false or incorrect, I may be disqualified or dismissed from the training programme.
- I acknowledge that TMIS staff have duly explained all conditions stipulated herein before consenting to enrol with Tourism Management of Singapore (TMIS) for myself, or my ward (_____ ^ (NRIC / Passport) _____ ^).
^ To leave blank if not applicable

Signature: _____

Date: _____

Payment Modes | By CASH / CHEQUE / NETS / TELEGRAPHIC TRANSFER

By Cash / NETS | Payment can be made at **TMIS** reception counter from Monday to Friday except for public holidays, 9am to 6pm.

By Cheque | Cheque should be crossed and made payable to **Tourism Management Institute of Singapore Pte Ltd.**

By Telegraphic Transfer | DBS Bank Pte Ltd | Bank No: 7171 | Branch No: 001 Shenton Way | Bank Account No: 001-031900-0 (DBS Current) | Branch Account Name: Tourism Management Institute of Singapore Pte Ltd | Swift code: DBSSSGSG

For Finance Department (internal use only)

Payment Mode: Cash / Cheque / Nets	Ref No:	Amount:	Rec’d by / Date:
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