



MMI Building  
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Course Consultant:

Photo

## COURSE REGISTRATION FORM

Course Applying For:

Course Intake &amp; Date :

### REGISTRATION DETAILS

Full Name as in NRIC/Passport \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ S( ) Email Address \_\_\_\_\_

NRIC/Passport \_\_\_\_\_ Nationality \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

FIN No/WP No: \_\_\_\_\_ Expiry No : \_\_\_\_\_

Telephone No. \_\_\_\_\_ (O) \_\_\_\_\_ (H) \_\_\_\_\_ (HP/PGR)

Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_ Race \_\_\_\_\_

Occupation \_\_\_\_\_ Marital Status \_\_\_\_\_

In Case of Emergency, please contact: \_\_\_\_\_

Relationship \_\_\_\_\_ HP \_\_\_\_\_ (H) \_\_\_\_\_

### EDUCATIONAL DETAILS

Level	Name of School	Country	From (mm/yy)	To (mm/yy)	Highest Qualification
Secondary					
College					
University					
Others					

### PRESENT EMPLOYMENT DETAILS

Job Title \_\_\_\_\_ Years of Service \_\_\_\_\_

Company's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

### EMPLOYMENT HISTORY

Working experience starting with the latest position

Name of company	Occupation	From	To

### FUNDING ASSISTANCE

 NTUC-SEP     SDF (Co-Sponsor)     Self funded    Other : \_\_\_\_\_

**FOR COMPANY SPONSORED APPLICANTS ONLY****COMPANY DETAILS**

Company's Name	
Company's Address	
Telephone Number	

This is to certify that the company is sponsoring the applicant \_\_\_\_\_ for the above course.  
(Name)

\_\_\_\_\_  
Name of Immediate Superior\_\_\_\_\_  
Signature of Immediate Superior\_\_\_\_\_  
Company's Official Stamp\_\_\_\_\_  
Date**REFUND POLICY**

% of the Course Fees paid	If Student's written notice of withdrawal is received
100%	7 days or more before the Commencement Date
70%	Less than 7 days before the Commencement Date
0%	After Commencement Date

**HEALTH DECLARATION (ALL APPLICANTS MUST COMPLETE)**

Types	Yes	No
1. Mental Illness		
2. Epilepsy		
3. Others (to specify):		

I declare that I am not suffering from any transmittable diseases \_\_\_\_\_

\_\_\_\_\_  
Signature**RULES AND REGULATIONS**

- All applicants must submit all copy of personal identification (NRIC NO/Passport/Work Permit) & certified true copies of educational certificates and transcripts.
- Application without complete information/certificates and application fee will not be processed.
- Application fee is non-refundable / non-transferable.
- For company-sponsored applicants, the application fee & unsupported SDF Course Fees must be made by the stipulated date indicated on the Academy Offer Letter. The course fee must be made by company cheque.
- Student on grants (SDF/SRP/SEP) must fulfilled the required attendance failing which students (for SEP Sponsored applicants) or company (for company sponsored applicants) are required to pay the outstanding amount to MMI Academy.
- The center requires all students to complete and submit all course works; assignments as instructed, attend 80% lectures for each module, attend workshops as specified and sit for examination (if applicable). If a student fails to attend 80% lectures for each module for any reason (e.g. Medical certificates) the student would have been deemed not to complete the course.
- The center reserves the right to require a student to terminate a course at any time if the student does not fulfill the course requirements or ICA's rules and regulations (applicable to Student Pass holders only). In such a case no refund is made.
- Fees paid are non-transferable.
- It is compulsory for **ALL** Students to take up the Fee Protection Scheme by Lonpac, which is an approved provider by Council for Private Education.
- It is compulsory for students to take the medical insurance coverage.
- All applications received are subject to approval and MMI Academy reserves the right to reject any applications.
- All information in the application form will be kept strictly confidential.
- MMI Academy reserves the right to change class schedule, training venue and policy without prior notice.
- MMI Academy reserves the right to amend the rules and regulations without prior notice.
- All cheque payment is to be made payable to "MMI ACADEMY PTE LTD".

**DECLARATION (ALL APPLICANTS MUST COMPLETE)**

I \_\_\_\_\_, NRIC No/ Passport No/ Work Permit No: \_\_\_\_\_ hereby apply for the course as indicated in this form. I declare that all information given is true and correct. I understand that any misrepresentation or omission of information is sufficient grounds for rejecting my application. I authorize any investigation of the above information for purpose of verification and agree to abide by the decision of the MMI Academy as to my eligibility for the course. I understand and accept the rules and regulations of the programme set by MMI Academy. I understand that upon official acceptance by the Academy in writing, I will need to sign a legally binding Standard Student Contract.

Signature of Application: \_\_\_\_\_

Date: \_\_\_\_\_