

APPLICATION FORM

- CONFIDENTIAL -

All information provided to SHRI Academy will be kept confidential except for those required under statutory requirements and by government authorities, and relevant University partners and accreditation bodies as part of the regulatory or course requirements.

Application and Payment Procedures

1. The completed Application Form must be submitted with the following:
 - a) A non-refundable and non-transferable Application Fee.
 - b) Certified copies of education certificates and transcripts. If your academic transcripts and certificates are in a language other than English, please enclose certified English translations.
 - c) For Singaporean/ PR: Copy of NRIC (front & back).
 - d) For Non-Singaporean/PR: Copy of Passport and S Pass/Employment Pass/Dependent Pass (front & back).
 - e) Copy of CV/Resume outlining working experience (where applicable).
 - f) 1 recent passport-size photograph.
2. Successful applicants will be issued a Letter of Offer and Student Contract, with a request to make payment of fees.
3. Applications must reach SHRI Academy at least 2 weeks before the application closing date.
4. Payment can be made payable to SHRI Academy Pte Ltd via crossed cheque. Cash, NETS, Credit Card (subject to administrative charges), Internet-banking/Bank Transfer facilities are also available.

Affix a non-
returnable
photo here

Please the appropriate. Where non-applicable, put "N.A." Leave no fields blank.

Programme:

Certificate Programmes

- Human Resource Management
 Payroll Administration (*Short Course*)

Diploma Programmes

- Business & Human Resource Management
 Compensation & Benefits Management
 Organisational Psychology

Postgraduate Diploma Programmes

- Human Capital Management
 HR and Organisational Psychology
 HR and Reward Management

Intake No.: _____

Section A: Particulars of Applicant

Name (as in NRIC/Passport & underline Surname)			Gender	Date of Birth
			<input type="checkbox"/> Male <input type="checkbox"/> Female	DD / MM / YYYY
Country of Birth	Nationality	NRIC/Passport No.	NRIC Colour	Race
			<input type="checkbox"/> Pink <input type="checkbox"/> Blue	
Marital Status	For Non-Singaporean		FIN No.	Expiry Date
<input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widow	<input type="checkbox"/> Dependent Pass <input type="checkbox"/> S Pass <input type="checkbox"/> Work Permit <input type="checkbox"/> Employment Pass <input type="checkbox"/> Others: _____			DD / MM / YYYY

Section B: Residential Address & Contact Details

House / Block	Street Name	Unit Number	Building Name	Postal Code
Mailing Address (If different from residential address):				
Home Tel No.	Mobile No.	Email Address		

Section C: Contact Details of Next of Kin / Guardian in Case of Emergency

Name	Relationship	Address	Mobile No.	Email Address

Section D: Current Company Details

Company Name		Designation	
Company Address		Postal Code	Office Tel No.
Industry			
<input type="checkbox"/> Construction	<input type="checkbox"/> Finance	<input type="checkbox"/> IT / Telecommunications	<input type="checkbox"/> Oil & Gas
<input type="checkbox"/> Engineering	<input type="checkbox"/> Food & Beverage	<input type="checkbox"/> Management Consulting	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Education	<input type="checkbox"/> Hotel & Leisure	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Property
<input type="checkbox"/> Electronics	<input type="checkbox"/> Insurance	<input type="checkbox"/> Media / Publishing	<input type="checkbox"/> Retail
		<input type="checkbox"/> Shipping / Logistics	<input type="checkbox"/> Trading
		<input type="checkbox"/> Others, please specify: _____	

Section E: For Company-Sponsored Applicants and Funding Options

➤ **Is your company financing the entire Course Fee?** Yes No

Funding? SDF SkillsFuture Credit Others: _____

Company must log-in to www.skillsconnect.gov.sg to apply for the SDF Funding before course commencement

SkillsFuture Credit is only applicable for Certificate and Diploma programmes.
Please visit www.skillsfuture.sg for more information.

Note:
For SDF funding to be approved, the following criteria must be fulfilled:
1. Applicants must achieve at least 75% class attendance for every module.
2. Applicants must sit for the examination at the end of each module/course.

Name of Immediate Supervisor	Email Address	Contact Number
Designation (Immediate Supervisor)	Signature (Immediate Supervisor)	Company Stamp
Date		

Section F: Other Information

1. **Are you a member of SHRI?** Yes, Membership No.: _____ No

2. **Are you a graduate of SHRI Academy?** Yes No
Yes, please Specify: Programme: _____
Intake: _____ Year of Completion: _____

3. **How did you come to know about us?**
 Website Facebook LinkedIn SHRI Events Press Advertisement Online Advertisement
 SHRI Publications (Human Capital Magazine, Journal, Survey, Reports) Others, Please specify: _____

Section G: Disability / Special Needs

Do you have any physical, sensory, intellectual and developmental impairments/ disability that may affect your learning? Yes No

If 'Yes', 1. Please specify your disability or medical condition: _____

2. Do you require any additional support in class/exam due to the above condition? Yes No

If 'Yes', 1. Please specify the support which you may require: _____

2. Please attach the supporting document regarding your condition (E.g. Medical Report/Memo from the doctor or relevant professionals)

Section H: Pre-course Counselling (To be explained by the Programme Consultant/Manager)

- Applicant has been briefed on information of the school (Location, Facilities, etc.).
- Applicant has been briefed on the course information (Name of Award, Awarding Body, Duration, Intakes, Course Modules, Entry Requirements, Exam Schedule & etc.).
- Applicant understands that he/she needs to pay an Application Fee upon application of the course and this is non-refundable and non-transferrable.
- Applicant has been briefed on the fee information, admission procedures and modes of payment. Payment of course fees can only be made to "SHRI Academy Pte Ltd" after the Student Contract is signed and dated.
- Applicant has been briefed on the Protection of Course Fees/IWC. Applicant can refer to the CPE website www.cpe.gov.sg for other information.
- Applicant has been informed of the Student Contract and its terms and conditions.
- Applicant has been briefed on the Medical Insurance Scheme and the option to opt out.
- Applicant has been briefed on the SHRI Academy's Refund, Transfer and Withdrawal Policies and Procedures.
- Applicant has received a copy of the Pre-course Counselling Information and can refer to updated information available in the SHRI Academy website <http://www.shri.org.sg/shri-academy-2/shri-academy/about-academy/>

Section I: Personal Data Protection Act – Consent Form

In compliance with the Personal Data Protection Act ("PDPA"), SHRI Academy seeks your consent to collect and use your personal data (i.e. Name, NRIC/Passport number, contact numbers, mailing and email addresses) in order to maintain the student enrolment registers and to disclose such personal data to the relevant educational authorities where necessary ("Purposes").

SHRI Academy will also collect and use your personal data to provide you with information on our activities such as upcoming events, seminars, workshops, conferences and training programmes organised by SHRI Academy and its affiliated organisations which may be relevant to you ("Services").

SHRI Academy respects your privacy and assures that your personal data will be kept securely according to PDPA.

- I hereby give my acknowledgement and consent to SHRI Academy to use my personal data for the aforesaid Purposes and Services. In the event that I have registered my Singapore telephone numbers(s) with the Do Not Call Registry and wish to withhold or withdraw my consent to SHRI Academy in respect of receiving telephone calls and/or SMS, I endeavour to provide sufficient notice in writing to SHRI Academy of such as soon as reasonably practicable. I further agree to indemnify SHRI Academy against any financial penalties imposed by the Personal Data Protection Commission or any court of law in Singapore as a direct or indirect result of my failure to inform SHRI Academy of my registration with the Do Not Call Registry.
- I hereby authorise, agree and consent to allow SHRI Academy and its affiliates to use my data that is at prevailing to the terms and conditions that can be found at <http://www.shri.org.sg/pdpa/>
- I hereby consent to my information (my name, designation, company and email address/es) to be published in SHRI's Membership Directory.
- I agree that my consent will remain in place until my withdrawal by officially notifying SHRI Academy in writing.

Section J: Special Schemes / Waivers (If applicable & only one scheme applies)

- Bring-a-friend Scheme**
 - Fill up the Bring-a-Friend Scheme form
 - For more details refer to:
http://www.shri.org.sg/wp-content/uploads/Final_Bring_A_Friend_Scheme_Group_Discount_1-Jul-2015-1.pdf

Please fill in your friend's details:

Name: _____

SHRI Membership No.: _____

Programme: _____

Intake: _____
- Group Study Grant**
 - Fill up the Group Study form
 - For more details refer to:
<http://www.shri.org.sg/wp-content/uploads/Group-Study-Grant.pdf>
- Progression Waiver**
 - For SHRI Academy graduates who progress within a year from the date of graduation
- Others, please specify:** _____

Section K: Declaration

I hereby certify to the best of my knowledge and belief that the information I have provided on this application form is correct. I understand that a false declaration could lead to my withdrawal from the programme. I consent to SHRI Academy processing my personal data on this form or other data obtained from me whilst as an applicant or student for these purposes.

Signature of Applicant

Date

Application Package Checklist

The application package must consist of the following:

- Completed application form
- One recent passport-size photograph
- Photocopy of NRIC / Passport & FIN Card (Front and Back)**
- Certified true copies of academic certificates & transcripts**
- Application fee of \$107 (inclusive of GST)

** Applicants are required to bring along their original documents for verification purposes.

Payment Mode

Cash, NETS, Cheque (payable to "SHRI Academy Pte Ltd"), Bank Transfer & Credit Card (additional charges apply)

Submit your application

SHRI Academy Pte. Ltd.
2 Serangoon Road Level 6 The Verge
Singapore 218227
Tel: +65-6438 0012
Fax: +65-6299 4864
Email: shriacademy@shri.org.sg

Opening hours

Monday to Friday: 9.00am to 7.30pm
Saturday: 9.00am to 2.30pm

For Official Use Only

Pre-course Counselling Conducted & Original Documents Sighted and Verified by		Approval by Management Team	
Name of Programme Consultant/Manager :		Name of Management Team Member :	
Remarks (if any) :		Remarks (if any) :	
Signature:	Date:	Signature:	Date: