

## APPLICATION FORM

*Beginner/Intermediate/Professional Development Short Courses*



### COURSE INFORMATION (\* MANDATORY)

COURSE APPLIED:  
EXPECTED DATE OF COMMENCEMENT:  
COURSE FEES: S\$

AREAS OF INTEREST\*:

### APPLICANT'S PARTICULARS

FULL NAME (AS PER NRIC/ PASSPORT)\*:  
NRIC/ FIN/ PASSPORT NO.\*:                      DATE OF BIRTH\*:  
CITIZENSHIP\*:  
SINGAPOREAN/ SINGAPOREAN PR\*?: YES/ NO                      GENDER\*:

### CONTACT INFORMATION

ADDRESS\*:  
COUNTRY/CITY\*:  
TELEPHONE (H)\*:  
TELEPHONE (M)\*:  
POSTAL CODE\*:  
COMPANY\*:  
OCCUPATION\*:  
EMAIL\*:

### PAYMENT INFORMATION

Select your preferred mode of payment: CASH/ CHEQUE / BANKDRAFT / NETS

### DECLARATION

I confirm that the information given in this form is correct and complete to the best of my knowledge. I have read and understood the important information. I acknowledge that BDC reserve the right to change any matters pertaining to the course without prior notice.

Signature:

Date:

### FOR OFFICIAL USE (FINANCE DEPARTMENT)

Paid

Amount:

Date:

Receipt No:

Officer-on-duty:

Signature

## **INSTRUCTIONS FOR APPLICANTS**

*Please read this carefully before you proceed.*

1. This application form is open to all applicants. Please follow the step-by-step procedures and submit the necessary documents.
2. Application is only complete upon receipt of your application fee and all necessary documents received (see point 4 below). Application needs to be submitted **at least seven (7) days** before the commencement of the course. BRONX CREATIVE & DESIGN CENTRE (BDC) reserves the right to withdraw the applicant if the application fee remains unpaid and necessary documents are not received.

### **Application Fees**

Singaporean / Singapore Permanent Resident Applicants	S\$20.00
International Applicants	S\$30.00

### **Application fees payable by any of the following methods:**

<b>Payment Methods</b>		
<b>A. CHEQUE</b>	<b>B. CASH / NETS</b>	<b>C. Direct Transfer to BDC's Singapore Bank Account</b>
<b>Payable to:</b> Bronx Creative & Design Centre Pte Ltd	<b>Payable at:</b> No. 29 Tai Seng Avenue #02-01 Natural Cool Lifestyle Hub Singapore 534119  <b>Operating Hours:</b> 9am – 6pm (Mon - Fri) Closed on Sat & Sun and Public Holidays	<b>Name:</b> Bronx Creative & Design Centre Pte Ltd  <b>Account Number:</b> UOB Current Account 362-302-828-1

*\*Cheques and bank drafts must be made in Singapore Dollars (S\$), crossed and made payable to "Bronx Creative & Design Centre Pte Ltd". Please do not send in post-dated cheques. Kindly write your name, NRIC / passport number, application number and contact number on the reverse side of your cheque / bank draft.*

3. A Conditional Offer / Offer Letter to the course applied for, including a Pro-forma Invoice, will be sent to the applicant, stipulating admission to the course and the total fees payable. Applicant is required to return the signed Pro-forma Invoice to BDC. All fees payable are to be paid up **seven (7) days** before the commencement of the course.

#### 4. **CHECKLIST FOR SUBMISSION OF DOCUMENTS:**

Please submit the following documents for assessment purposes. Application with incomplete documents will not be assessed.

##### **Supporting Documents Checklist**

4.1	A completed Application Form
4.2	One recent colour passport-sized photograph (3.5 x 4.5cm / 400 x 514 pixels) with plain background (to be pasted on the top right hand corner of your printed application form)
4.3	Photocopies of Identification / Travel documents: <ul style="list-style-type: none"><li>• Singapore Applicants: NRIC</li><li>• Singapore Permanent Resident (PR) Applicants: NRIC and Passport</li><li>• International Applicants:<ul style="list-style-type: none"><li>○ Passport (expiry date with a minimum of 6 months validity period from the course commencement date)</li><li>○ Relevant Passes (E.g. Dependent's Pass, Student's Pass, etc., if applicable)</li></ul></li></ul>

5. If you encounter any problems in submitting your application, please contact:

Tel: +65 6547 8341

Email: [enquiries@bronxdesign.org](mailto:enquiries@bronxdesign.org)

Walk-in: Bronx Creative & Design Centre Reception Counter

Opening Hours: Mon - Fri, 9.00am - 6.00pm, Closed on Sat, Sun & PH

## IMPORTANT INFORMATION

### A. REGISTRATION

To request for application forms to be sent to you via email or post: Please contact us during our office hours (9:00 a.m. – 6:00 p.m.) at +65 6547-8341, you may also email us at : [enquiries@bronxdesign.org](mailto:enquiries@bronxdesign.org) / For company-sponsored participants, please email us at [enquiries@bronxdesign.org](mailto:enquiries@bronxdesign.org)

Registration is complete upon the full payment of course fees via:

- **Post:** Complete and print out the application form together with the one recent colour passport photo and the necessary documents and attach your cheque payment. You may mail it to: BRONX CREATIVE & DESIGN CENTRE PTE LTD, No. 29 Tai Seng Avenue #02-01 Natural Cool Lifestyle Hub Singapore 534119 (Attention: Admissions)
- **In Person:** Enrolment may be made in person at Bronx Creative & Design Centre Reception Counter during office hours (Monday -Friday, 9:00 a.m. – 6:00 p.m.)

#### Acceptable Modes of Payment:

- Cheque / Bank Overdraft – Made payable to: BRONX CREATIVE & DESIGN CENTRE PTE LTD
  - Kindly indicate your Name, NRIC, Contact Number and Course Title at the back of the cheque.
  - Please do not send in cash cheques
- Cash
- NETS

### B. ELIGIBILITY

Anyone aged 18 and above or otherwise stated within the course summary

### C. COURSE CONFIRMATION

Confirmation is guaranteed upon receiving of **FULL** course fees. Participants will be notified of the course status via email before **five working days** prior to the commencement of the course. If you do not hear from us before **four working days** prior to the course commencement date, please call or email us.

### D. CLOSING DATE

Closing date for registration is **seven (7) working days** prior to the scheduled commencement date.

### E. CERTIFICATION

Participants with at least 80% attendance will receive a Certificate of Attendance on the last day of course.

### F. ABSENCE

It is not possible to make up missed class (es) by attending an equivalent class at the next intake.

### G. CANCELLED CLASSES

The decision to run a course is based on minimum enrolment (unless otherwise informed). In the event if a course is cancelled or the BDC is unable to conduct the course, BDC will make every effort to inform applicants of the cancellation via email or by phone before **two working days** prior to the commencement of the course. A full refund of the courses fees will be processed if BDC is unable to conduct the course.

### H. WITHDRAWALS & REFUNDS

Participants are liable to pay full course fees upon registration. All appeals for withdrawals refund must be made in writing to [enquiries@bronxdesign.org](mailto:enquiries@bronxdesign.org). Each appeal will be assessed and processed on a case-by-case basis. Guidelines for refunds are as follows:

- I. A **100%** refund is made if receipt of applicant written notice of withdrawal is received **10 working days** before the course commencement date.
- II. A **50%** refund is made if receipt of applicant written notice of withdrawal is received less than **10 working days**, but not more than **5 working days** before the course commencement date.
- III. A **0%** refund if receipt of student's written notice of withdrawal received less than **5 working days**.
- IV. A **0%** refund for missed class (es) and No Show.

Substitutions (From Registered Participant A to Person B) are acceptable if BDC is informed at least one working day prior to course commencement date.

- I. Minimum number of participants in a class applies; applications are processed on a first-come-first-served basis.
- J. Course fees do not include materials and/or refreshments, unless otherwise stated.
- K. Confidentiality: All information written in this application form will be treated with strict confidentiality.
- L. BDC is not liable for any loss or damage whatsoever in respect of death, injury, disability or any loss or damage to property or person whatsoever from any cause in connection with these short courses and their related activities.