

**NOTES TO APPLICANTS/STUDENTS & SPONSORS:**

1. This form must be completed and endorsed by authorised personnel from Sponsoring Company.
2. This form must be submitted by the applicant at least 2 weeks' before semester commencement.
3. Fees will be billed on a semestral basis unless otherwise indicated.
4. (i) Notice of termination of financial sponsorship for the employees must be given in writing to Singapore Polytechnic, PACE Academy **before** the commencement of each academic session or academic term irrespective of whether or not the company has been billed the fees of their sponsored employees.  
(ii) If notice of termination of financial sponsorship is received **after** the commencement of the academic session or each academic term, the company will be required to pay the accrued fees for their sponsored employees.
5. For withdrawal requests, applicants/sponsors shall settle all outstanding bills prior to withdrawal. The portion of course fee to be billed is based on the submission date of Withdrawal Application Form as follows:
  - i. On or after date of commencement – Full amount to be charged.
  - ii. TWO (2) weeks or more before the commencement of the course - Administrative Withdrawal Fee of \$53.50 (including GST) and any related Student's Union Fees will be charged.
  - iii. Less than TWO (2) weeks before commencement of the course – 30% of course fee will be charged.

<b>Part A</b> APPLICANT'S/STUDENT'S PARTICULARS (Please fill in <b>ALL</b> the fields)	
Name:	Date of Birth (dd/mm/yyyy) :
NRIC/FIN No.:	Student ID (if any):
Citizenship: <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others _____	
Residential Address :	Postal Code:
Course Admitted:	
Modular Certificate Title:	Intake Month/Year: <input type="checkbox"/> April <input type="checkbox"/> October <input type="checkbox"/> _____ Year: 20____
Contact Numbers : (Home)	(Mobile) (Office)
Email :	Job Title :

<b>Part B</b> SPONSORING COMPANY DETAILS (Please fill in <b>ALL</b> the fields)
Registered Name Of Company : _____
Company Registration Number : _____ Sub-BU code (for ministries & statutory boards) : _____
Company Address : _____
Postal Code : _____
Billing Contact Person: Mr / Mrs / Miss * : _____
Designation : _____ Email : _____
Contact No : _____ Fax : _____

<b>Part C</b> SPONSORING COMPANY'S DECLARATION (Please fill in <b>ALL</b> the fields)
Is your company a Small & Medium Enterprise (SME) with at least 30% local shareholding? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a Small & Medium Enterprise (SME) with Group <sup>1</sup> annual sales turnover <sup>2</sup> of not more than \$100 million <b>OR</b> Group employment size <sup>3</sup> of not more than 200 employees? <input type="checkbox"/> Yes <input type="checkbox"/> No
<small><sup>1</sup> Group tracing: All corporate shareholder(s) holding more than 50% of total shareholding of the company and any subsequent corporate parents. All subsidiaries of the company.</small>
<small><sup>2</sup> Annual sales turnover refers to the revenue or sales turnover stated on the company's income statement.</small>
<small><sup>3</sup> A company should include in its employment size any persons employed under a contract of service in accordance to the Employment Act. This is regardless of the nationality of the employee.</small>

1. We have read and understood the above-mentioned instructions, our company will be sponsoring and be responsible for all fees in respect of the above-mentioned. Please bill our company accordingly and forward the invoice to billing contact person's email address as in Part B.
2. We declare that all information and particulars provided in this Form are true, complete and accurate and that we have not withheld or distorted any information or particulars required under this Form. We understand that if any information or particulars provided by us is false, inaccurate, distorted or misleading in any way, Singapore Polytechnic reserves the right to withdraw the funding given (if any) to the company.
3. We agree that the personal information we are providing in this form can be used by Singapore Polytechnic, PACE Academy for the purpose of reports required by the Ministry of Education (MOE) and/or other Government agencies.

Signature of Company's Authorised Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Designation of Company Authorised Personnel: \_\_\_\_\_

Company Stamp:

**Part D** APPLICANT'S/STUDENT'S DECLARATION (Please fill in **ALL** the fields)

I, (Name of Applicant/Student) \_\_\_\_\_

NRIC/FIN/Passport No \*: \_\_\_\_\_ of (Name of Sponsoring Company) \_\_\_\_\_

\_\_\_\_\_ hereby declare that I will undertake to pay the fees for my course of study at the Singapore Polytechnic, PACE Academy should my sponsoring employer withdraw their sponsorship, or if I have left their employment.

Signature of Applicant/Student: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PACE ACADEMY OFFICIAL USE**

SME:  Yes  No Verified on: \_\_\_\_\_

Verified By: \_\_\_\_\_  
(Name/Signature)

Course Fee:

TBIL on: \_\_\_\_\_

**Remarks (if any)**