



Sophia Beauty Brow House Course Registration Form / 报名表格

Personal Particulars		
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss Name 英文姓名:		Name 中文姓名 (In Chinese):
NRIC No 身份证号码:	Date of birth 出生日期:	Nationality 国籍:
Passport No 护照号码:	Work Permit No 工作准证证号:	Profession 职业:
Mailing Address 邮寄地址:	Mobile No 手机号码:	Tel No 电话:
	E-mail 电邮:	Company 公司名号:
Highest Education Qualification 最高学历:		

Programmes	
Course Title 课程名称:	
Course Date 课程日期:	Fees 课费:

For Offices Use	
Payment Method: [] Cash [] Cheque [] Nets [] Credit Card	
Amount paid:	Received Date:
Balance to be paid:	

Application

- Enrolment is based on first-come-first-served basis, and will be closed when the class is full.
- Courses will commence only if there is minimum number of participants.
- Confirmation letter will be sent (via email/sms) ONLY when the class is confirmed.
- All application can be done at our Office at 14 Scotts Road, Far East Plaza #05-07, Singapore 228213
- All application MUST be accompanied with a duly completed application form and non-refundable registration fees.
- Sophia Beauty Brow House Pte Ltd reserves the right to cancel, postpone or make necessary changes (e.g. trainer, contents, commencement date, etc) to the courses.

Payment

- All payments are to be made in SINGAPORE DOLLARS (SGD).
- Cash/Cheque Payment should be deposited to Sophia Beauty Brow House Pte Ltd.

Payment Using SkillsFuture Credit

- In respect of any run of a Course, where the Candidate indicates that he will be applying for SSG to pay Qualifying Fees to Sophia Beauty Brow House using SkillsFuture Credit, Sophia Beauty Brow House should not collect any Qualifying Fees meant to be paid by SSG using SkillsFuture Credit, unless:-
 - By the commencement of the run of the Course, SSG has not furnished Sophia Beauty Brow House with a notification of SSG's approval of the Applicant's application to use SkillsFuture Credit (the "Approval Notification")
 - Where SSG has furnished Sophia Beauty Brow House with the Approval Notification, SSF thereafter furnishes Sophia Beauty Brow House with a notification saying that the candidate's application to use SkillsFuture Credit has been cancelled; or
- In the event that:-

- The date of commencement of the run of a Course for which the candidate had applied for SSG to pay Sophia Beauty Brow House Qualifying Fees using SkillsFuture Credit has been postponed to a date falling within fourteen (14) calendar days after the original date of commencement of the course (“Postponed Course”).
- The candidate attends the Postponed Course; and
- Sophia Beauty Brow House has obtained from the candidate a prior written confirmation that the candidate would not be withdrawing his application for SSG to pay the Qualifying Fees to the Training Provider using SkillsFuture Credit(s) and that the candidate would use the SkillsFuture Credit(s) instead for the purposes of the Postponed Course.

Cancellation / Postponement

- Sophia Beauty Brow House Pte Ltd reserves the right to cancel, change Course dates, time, fees and trainers that can occur due to unforeseen circumstances. In the event of Course cancellation / postponement by Sophia Beauty Brow House Pte Ltd, only Course fees will be refunded. For replacement of Course, a written notice, together with the full particulars of the new participant, must be submitted and received by Sophia Beauty Brow House Pte Ltd two (2) weeks before Course commencement. For postponement / transfer / replacement/ withdrawal of Course(s), a written notice to info.jlinstitution@gmail.com must be submitted and received by Sophia Beauty Brow House Pte Ltd at least two (2) weeks before Course commencement.
- Postponement of course can only be made once. Any course fee paid will not be refunded if participant fail to attend the deferred date.

Refund Policy

Refund for Withdrawal for Cause:

- Sophia Beauty Brow House Pte Ltd shall immediately reimburse the student within 7 days after receiving the Students notice of withdrawal.

Refund for Withdrawal Without Cause:

- Where the student withdraws from the Course without cause Sophia Beauty Brow House Pte Ltd shall after receiving the Student’s written notice of withdrawal will refund to the students the following sums (less any bank administrative charges properly paid):

% of (the aggregate amount of the fees paid under Clause 1.11 and 1.12)	If Students’ written notice of withdrawal is received
100%	(“maximum Refund”) More than 30 days before the Course Commencement Date
50%	Before, but not more than 14 days before the Course Commencement Date
25%	Before, but not more than 3 days after the Course Commencement Date

Grievances and Feedback Process

- Grievances and feedback forms are available for students and can be submitted to the Principal or email at sophia555mengwei@hotmail.com.

Student Confidentiality Policy & Security

- All Students’ particulars obtained are solely for the purposes of completing the course submission. We will seek consent from Students should their particulars be used for purposes other than internal marketing and billing purposes.

Student Undertaking

- I authorized Sophia Beauty Brow House Pte Ltd to inquire for the authenticity of the information and documents that I have submitted used for evaluating my enrolment.
- I have undergone a pre-course counseling. I have understood and will abide the Sophia Beauty Brow House Pte Ltd policies and regulations.
- I hereby declare that the information provided on this application is correct and best of my knowledge.

 Applicant’s Signature/Date
 申请人签名/日期