

For official use only: Date received:
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1. Personal Information

Application for (indicate course title):			
Name as in NRIC/Passport		Gender: Male / Female	
Residential Address:			
NRIC / Passport No:	Date of Birth (dd/mm/yy)	Nationality:	Permanent Resident: (Yes / No)
Contact Number (Mobile/Home):		Email Address (correspondence):	
Using Skills Future Credit? (Y/N)		Claim Amount:	

2. Education Background:

From:	To:	Name of Institution:	Highest / Relevant Qualification:

3. Current Employment

Company Name:	Industry (eg. Banking & Finance, Consulting, Engineering, IT, Law etc):
Designation / Business Unit:	Years of Relevant Experience:
Please describe your job function, and the relevance to the programme you are applying for:	

4. Please describe your learning objectives for attending the programme:

5. Declaration by self-sponsored applicant (please tick check boxes):

- I understand incomplete applications will not be processed.
- I understand that my application is **subject to approval** on a case by case basis. SMU Academy (SMUA) reserves the right to reject any application at its sole discretion without assigning any reason.
- I understand that I must meet the minimum attendance requirement of 70% and pass all assessments to be awarded the SMU Certificate.
- I agree to pay the applicable cancellation fee, should I choose to withdraw from the programme
- I understand that completion of the programme does not guarantee job placement of any kind.
- I have read, understood, and accept all terms and conditions stated in Appendix I.
- I declare that the information furnished in this application is true and correct.

For Singaporeans and Permanent Residents:

- I declare that I am a Singapore Citizen / Singapore Permanent Resident and physically based in Singapore.
- I declare that I am not in receipt of any previous or other grants or subsidies, provided either by FSDF and/or other government agencies.
- I understand that I must meet the minimum attendance requirement and pass all assessments, to qualify for the IBF-STs funding.
- I agree to pay the applicable programme fees net of IBF-STs Funding upon successful admission to the programme.
- I undertake to pay the **FULL AMOUNT** of the program fees should I fail to meet the minimum attendance requirement of 70% AND pass all assessments, in accordance with the terms and conditions of the IBF-STs Funding Criteria.
- I understand that I may be liable for additional cost incurred by SMUA for the recovery of programme fees, including legal costs should further action be taken against me.

6. Personal Data Protection (please tick check boxes):

- I have read, understood and accept the Personal Data Protection clause stated in Appendix I.
- I wish to receive calls and SMSes from SMU Academy, about future events and programmes.

Signature:	Name in Full:	Date

APPENDIX I (SELF-SPONSORED APPLICANTS)

Terms and Conditions (please retain for reference)

A. Registration Procedures

Please return completed applications forms, together with a **copy of NRIC (both sides)** via post/email/fax to:

SMU Academy
C/O: Financial Services
60 Stamford Road Level 4
School of Accountancy Building
Singapore 178900
Tel: 6828 0563 | Fax: 6828 0429 | Email: fti@smu.edu.sg

Applications will be reviewed on a case by case basis. SMU Academy reserves the right to reject any application at its sole discretion without assigning any reason.

Candidates will be notified of the application outcome via email.

Application Deadline

3 weeks before programme commencement. Applications received after deadline is subject to approval and space availability.

B. Programme Fees

1. For Singaporeans and Permanent Residents:

- 30% of programme fees payable upon acceptance into the program
- 70% of the programme fees to be secured with personal credit card

2. For Singaporeans (40 years old and above)

- 10% of programme fees payable upon acceptance into the program
- 90% of the programme fees to be secured with personal credit card

3. For International Participants

- Full programme fees payable upon acceptance into the program.

NOTE: Should applicants fail to meet the minimum attendance requirement of 70% AND pass all assessments, SMU Academy shall recover the FULL AMOUNT of the programme fees from the applicant.

All payment must be made prior to programme commencement. Cheque or bank draft must be made payable to: **Singapore Management University** and mailed to SMU Academy, c/o Financial Services.

C. **IBF-STS Funding Criteria**

IBF-STS 70% funding is available to eligible Singaporeans and Permanent Residents. Singapore Citizens aged 40 years old and above are eligible for 90% co-funding of direct training costs, subject to a cap of S\$7,000 per participant per programme.

To qualify for funding, candidates must meet the minimum attendance requirement of 75% and pass all assessments. Terms and conditions apply.

For detailed terms and conditions, please visit IBF website: <https://www.ibf.org.sg/programmes/Pages/IBF-STS.aspx>

D. **Cancellation Policy**

All cancellations/withdrawals must be made in writing. The following charges apply for cancellations/withdrawals that occur within:

- * 4 weeks prior to course commencement: No charge
- * 2-4 weeks prior to course commencement: 25% of programme fee
- * 1-2 weeks prior to course commencement: 50% of programme fee
- * Less than 1 week prior to course commencement: 100% of programme fee

E. **Other Information**

SMU Academy reserves the right to make changes to the programme dates, time, venue, fees, trainers, course outline as deemed necessary or for circumstances beyond our control. SMUA reserves the right not to start a class if the minimum class size is not reached. The minimum class size is determined by SMUA at its sole discretion.

F. **Personal Data Protection**

Your data and information collected in this application form are used for the purpose of admission to SMUA programmes and assessments. You may also receive periodic updates concerning other SMU programmes, news and events, and other relevant information.

Please note that your data and information may be provided to relevant government agencies for various purposes including administration of IBF-STS funding or for other purposes as required by law. Otherwise, your data and information are kept confidential, and will not be shared with other parties without obtaining your prior consent.