

Registration Form for Chinese Medicine for Health: Principles & Practice of Herbal & Other Therapies

Date and Time: 30/06/2018 – 18/08/2018 9:15am – 12:30pm (30/06; 07/07; 14/07; 21/07; 28/07; 04/08; 11/08; 18/08, Every Saturday)				
Venue: 11 Slim Barracks Rise (off North Buona Vista Road), NTU@one-north campus, Executive Centre, Level 3, LT301, Singapore 138664 (Near Buona Vista MRT)				
Course Fee: \$560 nett [less 10%: \$504 (only for 60 years and above or group registration of 3 and more)]				
Deposit: \$50 (for SkillsFuture applicants only)				

PARTICULARS OF PARTICIPANT

No.	English Name	NRIC	DOB	Contact	Occupation
1					
	M / F				
E-mail Address:			SkillsFuture credit to claim:		
Address:					
2					
	M / F				
E-mail Address:			SkillsFuture credit to claim:		
Address:					
3					
	M / F				
E-mail Address:			SkillsFuture credit to claim:		
Address:					

MODE OF PAYMENT

<input type="checkbox"/> Cash <input type="checkbox"/> Cheque ¹ <input type="checkbox"/> Visa/Mastercard <input type="checkbox"/> Interbank Transfer	Cheque No:	Please make cheque ¹ payable to <u>Renhai Corporation Pte Ltd</u>
<u>Note to Skillsfuture applicants ONLY</u> Course fee: \$560 / \$504 (\$560 less 10%) Skillsfuture credit: A (intended amount of skillsfuture credits to use) Deposit: \$50 Amount payable: \$560/\$504 - A + \$50		<input type="checkbox"/> Bill to organization
Name of Organization:		Contact Name:
Contact Tel:	Email:	

HOW DID YOU KNOW ABOUT THE COURSE?

Friend Newspaper www.renhai.com.sg WDA website Others, please specify:

The Renhai Clinic
Renhai Corporation Pte Ltd
27 Neil Road, Singapore 088817
Tel: 6227 9238 / Email: corporate@renhai.com.sg
Attn: Karen Wee / Soh Shan Bin

Important Notes:

- 1. Full payment must be made before registration can be confirmed.
- 2. Written notification is required for registration withdrawal. Please refer to the Refund Policy in the **Appendix** below.

DECLARATION

I have read and understood the refund policy stated below. The organizer reserves the right to cancel the course due to unforeseen circumstances. In such event, the course fees will be fully refunded.

Applicant's Signature / Full Name

Date

Appendix

Registration and Payment Policy

1. Registration forms must be duly completed accompanied with the full amount of course fees.
2. Upon receiving your payment, an acknowledgement and receipt will be sent to you in writing via email or post to notify you that you have been registered for the course.
3. For those who are using their SkillsFuture credits (SFC), please login to your SFC account to apply for the credits within five (5) working days after course registration.
4. There will be no refund nor make-up lessons should the participant fails to attend any of the classes.
5. Payment can be made either in cash, credit card, cheque or via interbank transfer. Cheque payments must be crossed and made payable to **Renhai Corporation Pte Ltd**, with the title of the course written at the back of the cheque. Cash and credit card payments can be made at the following address. Kindly give us a call before coming down to make payment.

The Renhai Clinic 仁海堂
27 Neil Road, Singapore 088817
Mon/Wed/Fri/Sat: 10.30am – 6.30pm
Tues and Thurs: 10.30am-8.30pm
Closed on Sundays and Public Holidays

6. The details for payment through interbank transfer are as follow:
Bank: OCBC
Account name: Renhai Corporation Pte Ltd
Account number: 581-668878-001
Kindly send us an email to corporate@renhai.com.sg with the transaction reference number when payment has been made.

Refund Policy

1. Withdrawal of the course must be made in writing either via email to corporate@renhai.com.sg or post to the above address.
2. Only 90% of the course fees will be refunded if the written notice of withdrawal is received *more than 7 days* before the commencement of the course.
3. There will be no refund of fees if written notice of withdrawal is received *less than 7 days* before the commencement of the course.
4. The \$50 deposit will be refunded to participants one (1) week after the course has started. In the event that the applicant withdraws or cancels his/her SkillsFuture credit, Renhai will not refund the \$50 deposit.