



Course Name			
Course Date		Exam Date	

Personal Information

Name of Applicant			
Preferred name to reflect in certificate			
Status	(New / Returning)		
I/C or Passport (Kindly attach copy)		Date of Birth	
Email		Phone	
Mailing Address			
Nationality		Company	

Payment Details (OCBC Fitness Innovations Singapore Pte Ltd 508 7827 78001)

Course Fees (SGD)	
Exam Fees (SGD)	
Admin Fees (SGD)	
Total amount (SGD)	

I certify that the information I have provided on this application form is true and complete. I understand that misrepresentation may result in cancellation of my admission. I understand that all credentials and documents I submit become the property of Fitness Innovations Singapore Pte Ltd.

I willingly agree to comply with the stated and customary terms and conditions for participation and agree that I may be terminated from the course without prior notice and refund, should I be found guilty of breaching the terms and conditions for participation.

I am well informed that there could be risk of injury and death associated with this programme. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately.

Hereby I would release Fitness Innovations Singapore Pte Ltd. and its representative from any and all injury, disability, death or loss or damage to me or my property arising from the the negligence of Fitness Innovations (Singapore) Pte Ltd. to the fullest extent permitted by law.

Signature

For Office Use (Kindly attach the following documents and confirm by ticking)

Exam Application Form		CPR Copy	
Photocopy of ID or P		Receipt	
Invoice		Proof of Payment	
Verified by (Finance)		Verified by (FOH)	
Verified by Course Ad.		Remark	

Terms and Conditions

Please note the following terms and conditions which are applicable to your application for a certification course at FIT Singapore. Read them carefully before signing the application form and/or making payment.

Course Registration:

- All courses are filled on a “first-come, first-served” basis and the maximum number of participants will not be exceeded. Candidates who complete their application and pay a minimum deposit of 25% of the course fee will have their place reserved and will have precedence over candidates who express interest, complete an application form, but do not make the minimum deposit.
- Candidates who cannot be placed on the current course will be placed on a waiting list and will have first priority should anyone not be able to attend for any reason and/or for a place on the following course.

Course fees:

- *Mode:* You may pay course fees using cash, cheque, or bank transfer.

All cheque payments should be crossed and made payable to “**Fitness Innovations Singapore Pte Ltd**”
Please quote your name and course/workshop on the reverse side of the cheque and mail to
“**Fitness Innovations Singapore Pte Ltd, 55 Newton Road, #05-02 Revenue House, Singapore 307987**”

By bank/telegraphic transfer to OCBC Bank a/c 508-7827-78001, Orchard Point Branch;
Please email bank transfer slip to confirm at info@fitsingapore.sg

- *Terms:* Fee payment is expected as per the terms of your invoice. Participants who fail to make payment according to the agreed terms will not be permitted to attend class until payment is received.
- *Cancellations:* If FIT cancels a class which you have registered and paid for, you may apply the fee payment to another course, you may register for the next course instead or you may request a full refund. Should you request a refund, it will be paid within one week of your request. Should the course not be run within one year, you will also be granted a full refund.
- *Postponement:* Candidates wishing to postpone their studies to a later intake of a course or change to a different course must complete a course transfer or postponement form and are not entitled to a refund. Fees paid will be applied to the following or new course in full and the candidate must pay any difference if the alternative course is more expensive. Any substitute or later course must be taken within 12 months or payment will be forfeited.
- *Transfer:* Candidates who are unable to complete a course may transfer their place on the course to a substitute on receipt of a request for transfer form and on condition that the substitute fulfills the entry requirements. No additional charge will be applied.
- *Refunds:* Course fee refunds are not normally granted; however, candidates who have are unable to take a course for which they have registered and paid may complete a request for refund form which will be considered on a case-by-case basis.

Course transcripts and certificates:

- **Short courses/workshops:** All participants will receive a certificate of attendance for courses taken at FIT. These will be issued within one month of completion of the course and can be picked up at FIT.
- **Courses earning CECs/CEUs:** Participants who meet the requirements of CEC/CEU courses will be issued a certificate of satisfactory completion which will include the relevant code number for your certification renewal.
- **Certification courses:** All participants attending a certification course will receive a transcript one month after course completion indicating their grades and their status (satisfied requirements, did not satisfy requirements or incomplete). Those who satisfy the requirements of the course will also receive a certificate of satisfactory completion. Participants who do not submit all required work within one month of the final exam will receive an incomplete transcript and their file will be closed. Should such participants subsequently submit the required work, their file will be reopened subject to a 25 Singapore dollar fee, provided such work is submitted within one year of the exam date. Otherwise, the file will be permanently closed and the candidate would have to reapply for admission to a new course.

I have read and understand the above terms and conditions and agree to comply by them.

Signature: _____

Date: _____

For Official Use Only:
