

## 1 Participant Details

Title  Dr  Mr  Mrs  Ms  Miss Gender  Male  Female

Family Name

Given Names

Mailing Address

Telephone Country code Area code Number Mobile Number

Date of Birth Day Month Year Email

Citizenship Passport/NRIC No.\*

Highest Qualification

Award/Level Year

Institution

English Language\* GCE N Level GCE O Level IELTS TOEFL 2-Year education in English medium or equivalent

Emergency Contact

Name

Telephone Country code Area code Number Relationship

Parent/Legal Guardian Details\* (To be filled in by parent/legal guardian if applicant is under 18)

Full Name

Passport/NRIC No.\*

I, parent/legal guardian\* of the applicant, hereby agree and consent to my child's/ ward's\* participation in the below course(s) and related activities and programmes organised by or on behalf of James Cook University. I can be contacted at the above number.

Signature of Parent

Date

I have a disability, psychological or medical condition which may affect my studies.  
\*\* Please attach supporting documents. Disclosing this information will further assist JCU Singapore to provide necessary support services to you and will not affect your admission outcome.

\*Delete where applicable

†Applicant must be at least 21 years of age at the time of application for Professional Development courses only.

## 2 Course Application

Course Title	Commencement Date (dd/mm/yyyy)

Completion of course via:  Attendance  Attendance and Assessment

## 3 SkillsFuture Credit

Kindly indicate if you will be claiming your SkillsFuture Credit.

Yes. Please indicate amount: \_\_\_\_\_  No

For additional information on the SkillsFuture Credit, please visit the SkillsFuture website at <http://www.skillsfuture.sg/credit>.

## 4 Important Information for Applicants

### Payment Terms

- All payments are to be made in Singapore Dollars (SGD) and subjected to prevailing GST.
- For self-sponsored participant(s), please make payment before course commencement.
- For company-sponsored participants, please make payment upon receiving our invoice.
- Modes of payment:
  - Bank Draft/Cheque – Payable to "James Cook University Pte Ltd" with the invoice number, name and contact number indicated on the back
  - **Bank Transfer**
    - Account Holder Name: James Cook University Pte Ltd
    - Bank Name: DBS Bank Limited
    - Bank Account No. : 032-900070-8 (SGD Account)
    - Bank Address: DBS Buona Vista Branch, Block 43 Holland Drive #01-53/59, Singapore 270043
    - SWIFT: DBSSSGSG
    - Type of Account: Current Account (only for ATM or Online Transfer)
  - or via JCU Western Union at <https://student.globalpay.wu.com/geo/buyer/jcusingapore>
  - Credit Card – Please complete a payment authorisation form and send it directly to the Finance department at [finance-singapore@jcu.edu.au](mailto:finance-singapore@jcu.edu.au). You can obtain the payment authorisation form from <http://bit.ly/paymentauthorisation>.

### Cancellation and Refund

James Cook University will refund course fees in full as a result of one or more of the following circumstances:

- James Cook University fails for any reason to commence the course on the commencement date
- James Cook University terminates the course for any reason prior to course commencement date
- James Cook University fails for any reason to complete the course by the completion date
- James Cook University terminates the course for any reason prior to the completion of the course

The participant will be entitled to a full refund of the course fees already paid within 7 working days of the written notice provided by James Cook University.

### Replacement of Participant\*

In the event that the participant is unable to attend the short course, the participant may find a replacement for himself/herself at no additional cost. Requests for replacement participant must be by letter or email to [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au) and received by the University no less than 3 working days before the course commencement date. A replacement participant must complete and sign a fresh application form and satisfy all application requirements.

\*Not applicable for SkillsFuture funding

### Replacement of Missed Sessions

No replacement for any missed sessions of the course will be accorded to a participant due to personal, medical or other reasons.

### Withdrawals / No-Show

For any withdrawals or cancellation, participants will be subjected to the following charges:

Notice Period before Course Commencement	Withdrawal/Cancellation Charge
15 working days or more	No charge
More than 10 but less than 15 working days	20% of course fee
10 working days or less	100% of course fee
After commencement or No-show	100% of course fee

## Deferment of Course

A participant may defer the course under the following conditions:

- The deferment is to the next available commencement date subject to this course being rerun. This is only applicable within one year from the initial course commencement date
- Only one transfer per enrolment will be allowed at the sole discretion of James Cook University
- Requests must be by letter or email to [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au) and received in writing by the University no less than 10 working days before course commencement and must be approved by James Cook University
- If the above requirements for deferment are not met, the participant has the option of obtaining a replacement or withdrawal as per the terms and conditions above.

## Refund Time Frame

All refunds will be processed within 7 working days from the receipt of a written request by letter or email to [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au).

## 5 Declaration (All applicants must complete)

1. I declare that I have read and understood all the information provided by JCU Singapore in this application and all the information I have supplied on the application form is, to the best of my knowledge, complete and correct.
2. I acknowledge that my application for enrolment is subject to acceptance by the University which has the right to impose conditions.
3. I acknowledge that JCU Singapore reserves the right to reverse or vary any decision regarding admission made on the basis of incomplete or false information.
4. I acknowledge that in the event my application for enrolment as a student at the University is accepted by the University, and in consideration of provision of educational resources by the University, I will be bound by the provisions of statutes, rules and policies of the University and the relevant student handbooks are in force from time to time, and will be subject to the lawful instructions of officers of the University.
5. I acknowledge as a Student of JCU Singapore (under the age of 21 yrs) I will inform my parent/guardian if I am seeking psychological support from the JCU Singapore Psychology Clinic and I authorise the JCU Singapore Psychology Clinic to provide my parents with information about the services I am receiving, should they request this.

### Limitation of liability

I hereby irrevocably undertake that I shall not, to the fullest extent permitted by the laws of Singapore, hold James Cook University, its staff, officers, faculty members or any of its authorised agents responsible for any damage or loss of personal property or personal injury or death (save for personal injury or death resulting from the negligence of James Cook University, its staff, officers, faculty members or any of its authorised agents) which I may sustain or suffer on the premises of James Cook University or at any other venue(s) in connection with the above courses.

### Release

I understand that for the purposes of raising awareness and general publicity of James Cook University and its courses, images (including voice recordings, likeness, photographs and video recordings) of students of the University may be displayed or printed for educational and promotional purposes in an appropriate and lawful manner, and I agree to the use of such images of me for such purposes.

### Privacy

I have read and agree to the terms and conditions contained in the Privacy Policy of James Cook University (available at [www.jcu.edu.sg](http://www.jcu.edu.sg)) and I understand that personal information supplied on this form will be handled in accordance with this Policy.

I acknowledge that this information may be provided to other campuses of JCU Australia and to third parties for administrative and legislative purposes (under the Private Education Act (Chapter 247A) and its regulations) including but not limited to the JCU Student Association; JCU's educational representatives and business partners; Australian Commonwealth and State agencies; other academic institutions to verify my previous qualifications; and the Fee Protection and Medical Insurance providers.

I further acknowledge and agree that James Cook University will retain my personal data as long as the purpose for which it is collected is being served and retention is necessary for business or legal purposes.

I declare that I have read and understood all the information provided by James Cook University in this registration and all the information I have supplied on the registration form is to the best of my knowledge complete and correct.

Signature of applicant

Date / /

## 6 Submission of Application

This application form can be downloaded from [www.jcu.edu.sg](http://www.jcu.edu.sg)

Send completed application forms to:

### Admissions Office

James Cook University  
149 Sims Drive Singapore 387380

Email: [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au)

For further information, please contact:

### Admissions Office

Telephone +65 6709 3888  
Facsimile +65 6709 3889  
Email [admissions-singapore@jcu.edu.au](mailto:admissions-singapore@jcu.edu.au)  
Web [www.jcu.edu.sg](http://www.jcu.edu.sg)

James Cook University attempts to ensure that the information contained in this form is correct at the time of printing (19 July 2018). However, sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application whether any later information is available.