

# REGISTRATION FORM

## COURSE INFORMATION

Course Title: ..... Start Date: .....

## PARTICIPANT INFORMATION

Name (as in NRIC): Mr / Mrs / Ms ..... NRIC/FIN No: .....

Job Title: ..... Race: ..... Highest Education: .....

Date of Birth: ..... Tel: ..... Email: .....

Nationality:  Singaporean  Permanent Resident  Others

Food Preference:  No Preference  Halal  Vegetarian

## COMPANY INFORMATION

Name of Company: .....

Company Address: .....

Business:  Retail  Others .....

Ownership more than 30% local:  Yes  No No. of Outlets: .....

Employment Size:  500+  200-499  100-199  25-99  10-24  <10

Contact Person: ..... Job Title: .....

Tel: ..... Fax: ..... Email: .....

International Payment Mode:  Credit Card  Telegraphic Transfer

### Registration

- Send the completed registration form to:  
The Retail Academy of Singapore  
47 Scotts Road  
#07-04 Goldbell Towers  
Singapore 228233

- Registration can also be made via fax to (65) 6235 4990.
- For any registration enquiry, please contact the Academy at (65) 6838 7001 or email [enquiry@retailacademy.com.sg](mailto:enquiry@retailacademy.com.sg)

### Payment

- For Singapore company-sponsored participants, payment should be made by company cheque. For individual participant, payment should be made by personal cheque. Cheque is made payable to "The Retail Academy of Singapore Pte Ltd".
- For international participants, payment can be made by telegraphic transfer or credit card.
- Cash will not be accepted.
- All fees are inclusive of participant materials and refreshments. The fee is subject to GST.

### Cancellation Policy

- If cancellation of a confirmed registration is more than 30 days before the course start date, 100% of the course fee will be refunded.
- If cancellation is between 15 and 30 days before the start of the course, 50% of the course fee will be refunded.
- If cancellation is done less than 15 days before the course start date, there will be no refund.
- If the registered participant cannot attend the course, a replacement is accepted.

### Others

The Retail Academy of Singapore reserves the right to cancel a course, change the dates, time, venue, trainers and fee of the courses due to circumstances beyond its control. If a course is cancelled, the Academy will make every effort to advise you and a full refund of the paid fee will be made.