

NUS RMI Specialist Diploma in Operational Risk Management 2016

REGISTRATION FORM

Title _____ Name (as per NRIC) _____

Job Title _____ Company _____ NRIC _____

Mailing Address _____

Country _____ Postal Code _____ Nationality _____

Contact Number (Office) _____ Contact Number (Mobile Phone) _____

Email Address _____ Highest Qualification _____

Alternate Email Address _____

(Please provide a complete email address for important updates and news about the program)

COURSE FEE

Sign up and enroll on or before 30 December 2015 (15% off) \$ 6375.00 + 7% GST

Group of 3 or more (15% off) \$ 6375.00 per pax + 7% GST

Original Price \$ 7500.00 + 7% GST

PAYMENT INFORMATION (FOR COMPANY SPONSORED APPLICANT)

Contact Person for Billing _____

Contact Number _____ Email Address _____

Billing Address _____

Tick where applicable

Cheque / Bank Draft (Please indicate participant's name and "ORM" on the back of the cheque)

All cheques should be crossed and made payable to "National University of Singapore" and mailed to: Risk Management Institute, 21 Heng Mui Keng Terrace, I³ Building Level 4, Singapore 119613 Attn: Jaslin Chong

Interbank GIRO (for payment in Singapore Dollars & for Singapore Customers only)

Credit your payment to:

National University of Singapore

DBS Account No (Current): 0320003133 (Buona Vista Branch)

Email transaction details to rmicsh@nus.edu.sg



CONFIRMATION

Successful completion of the registration process will be acknowledged by an email. The confirmation email will be issued after confirmation of payment. If you do not receive this email, please contact us at rmicsh@nus.edu.sg to verify your registration.

MINIMUM CLASS SIZE POLICY

The Program has a minimum class size policy which requires a minimum number of confirmed participants in order to start the program. Full refunds will be granted to registrants in the event that the program does not run.

CANCELLATION AND REFUND POLICY

- **WITHDRAWAL AND REFUND POLICY AND NOTICE**

Any notice of withdrawal must be given in writing via official mail / email to RMI. If the written notice of withdrawal is received:

- a. At least ten (10) business days before the program commencement date, an administrative charge of \$ 53.50 (with GST) will be imposed.
- b. Less than ten (10) business days before the program commencement date, there will be strictly no refund for the program or part thereof.

Business days exclude weekends and public holidays

- **CHANGES AND CANCELLATION POLICY**

The RMI reserves the right to cancel or make any changes to its program(s) owing to unforeseen circumstances or when it is considered desirable and appropriate:

- a. Changes in program date(s), time, duration, venue, program outline, course Trainer(s) and fees that can occur owing to unforeseen circumstances beyond control of RMI.
- b. Any other unforeseeable man-made or natural circumstances that are beyond the control of RMI.

In such cases, any fees paid may be refunded in full and at the sole discretion of RMI. The decision of RMI on the matter shall be final.

I have read, understood and accepted the terms and conditions of this registration as well as the cancellation and refund policy.

Signature/ Date: _____