

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 26 September 2016 (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.

PDPA Consent

By filling up this form, I hereby agree and consent that my personal data provided in this form may be collected, used, processed and disclosed by NUS for the purposes of processing my registration and other administrative tasks related to this training program, in accordance with the Personal Data Protection Act 2012 and all subsidiary legislation related thereto. In respect of disclosure, I understand that NUS may disclose my personal data to third parties (which may be in or outside of Singapore) where necessary for the purposes.

In addition we would like to send you information and/or invitations for our publications, future events, online surveys, marketing and promotional activities, which we believe will be of interest to you.

I wish to receive other relevant information on RMI's publications, future events and others by email.

Participants should be aware that NUS, others on behalf of NUS and third parties may be taking photographs and videos during the research seminar. NUS may use such photos in marketing materials, NUS publications or NUS's media including social media, and we may identify participants by name.

Please visit our website at <http://nus.edu.sg//legal-information-notice#pdpa> for further details on our data protection policy, including how you may access and correct your personal data or withdraw consent to the collection, use or disclosure of your personal data.

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

Signature/ Date: _____