

# NUS RMI Specialist Diploma in Operational Risk Management October 2018

## REGISTRATION FORM

Title \_\_\_\_\_ Name (as per NRIC) \_\_\_\_\_

Job Title \_\_\_\_\_ Company \_\_\_\_\_ NRIC \_\_\_\_\_ Age: \_\_\_\_\_

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 10 Sep 2018 (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 \_\_\_\_\_

Signature and Company Stamp \_\_\_\_\_

*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, I<sup>3</sup> 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](mailto: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](mailto: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: \_\_\_\_\_