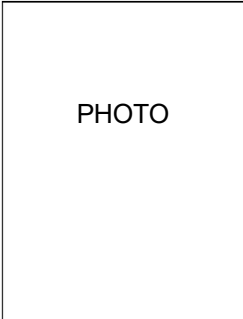




THE SOCIETY OF BUSINESS PRACTITIONERS (U.K.)

SBP Academia Application Form



APPLICATION FOR ADMISSION

COURSE LEVEL : Certificate / Diploma / Advanced Diploma / Graduate Diploma

PROGRAMME APPLIED FOR: _____

IMPORTANT : Please complete this form in full. Application with incomplete information and not accompanied by CERTIFIED TRUE COPIES of supporting documents will not be considered.

PERSONAL PARTICULARS

NAME : Mr / Miss / Mrs / Ms * _____ (Underline surname)

ADDRESS: _____

_____ TEL NO. : _____

NRIC / PASSPORT NO. : _____ DATE OF BIRTH : _____

NATIONALITY : _____ MARITAL STATUS M / S* E-Mail : _____

COMPANY PARTICULARS

COMPANY NAME : _____

ADDRESS : _____

_____ TEL NO. : _____

POSITION HELD : _____ DEPARTMENT : _____

MAILING ADDRESS : Residential / Office * COMPANY SPONSORSHIP : Yes / No *

PAYMENT OF FEES : Full / Installment * E-mail : _____

COMPANY STAMP & AUTHORISED SIGNATURE

ACADEMIC QUALIFICATIONS

Certified True Copies of Supporting Documents MUST be attached.

NAME OF SCHOOLS/INSTITUTIONS	HIGHEST QUALIFICATION OBTAINED	FROM (mth/yr)	TO (mth/yr)

PROFESSIONAL QUALIFICATIONS

Certified True Copies of Supporting Documents MUST be attached.

NAME OF SCHOOLS/INSTITUTIONS	QUALIFICATION OBTAINED	FROM (mth/yr)	TO (mth/yr)

WORKING EXPERIENCE

Please list in chronological order and attach separate sheet if space provided is insufficient.

FROM (mth/yr)	TO (mth/yr)	NAME OF COMPANY	POSITION HELD	DUTIES & RESPONSIBILITIES

CONDITIONS FOR ACCEPTANCE OF APPLICANT

- Candidates will be notified of an appropriate SBP study centre assigned for their specific course.
- A non-refundable application fee of **SGD\$100.00** via Cheque or Bank Transfer is payable to SBP Academia Pte Ltd. Payment can also be made by PayNow via UEN No.200311669E or via QR Code upon request.
- The full course fee or the first instalment of the course fee is payable upon approval of this application to the assigned study centre.
- Subsequent payments must be settled when they become due according to the fee schedule issued by the Study Centre.
- All FINANCIAL obligations must be fulfilled before any graduation documents can be released to the Candidate.
- Except** for the **Society's student entrance / examination fees**, all other payments of registration and / or full course fees or part thereof should be issued to the relevant study centre.
- Application **MUST** be supported by certified true copies of all relevant documents. SBP Academia reserves the right to disqualify the applicant on failure to do so.
- There will be no refund of fees upon or after commencement of the course.
- SBP Academia reserves the right to change or amend the course, registration and other related details as it deems necessary.
- SBP Academia reserves the right to impose or alter clauses in the 'Conditions for acceptance of participants into courses'.
- Every applicant must inform the relevant Centre of any changes in the information stated in this application form within SEVEN (7) DAYS from the said date.

DECLARATION

I understand and agree to the standard conditions listed for the acceptance of a candidate and hereby declare that all information supplied is true without any deliberate omission. I am aware that any misrepresentation or omission is sufficient grounds for rejecting my application or removal from the course, without any compensation. I also authorise any investigation of the above information for the purpose of verification.

SIGNATURE OF APPLICANT

DATE