

For company-sponsored registrations, up to 10 trainees per form. Complete every field marked with an asterisk (*), sign and date below, then email the completed PDF (as an attachment) to operations@sapience-consulting.com. Do not mail or fax this form - email only. If sponsoring more than 10 trainees, please use additional copies of this form.

PART A: COURSE INFORMATION

Course title *

Please select

Course start date (DD/MM/YYYY) - see sapience-consulting.com/events *

PART B: CONTACT DETAILS

Company name *

Industry type *

UEN number *

Company address *

Contact person *

Contact number *

Email address *

If you know who is your account manager, please select here. Leave as "Not sure" if unknown.

Please select

PART C: BILLING DETAILS (LEAVE BLANK IF SAME AS ABOVE)

Company name

UEN number

Company address

Contact person

Contact number

Email address

PART D: FUNDING DETAILS

Applying for funding? *

☐ Yes ☐ No

Funding source (only if applying for funding)

N/A

SME (Enhanced Training Support for SMEs)? *

☐ Yes ☐ No

PART E: TRAINEES (UP TO 10)

Row 1 is required. Use one row per trainee and leave unused rows blank - every column marked * must be completed for each trainee listed.

#	Full name (as in NRIC/passport) *	Designation *	ID type *	ID number *	Nationality *	Date of birth (DD/MM/YYYY) *	Email address *	Mobile number *
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

PART F: PAYMENT TERMS

Prices are before GST if applicable. Payment is required before course commencement to secure training places. For funded courses, Company Cheque, Corporate Credit Card, or GIRO payment only is acceptable, payable to Sapience Consulting Pte Ltd. Cheque payment can be mailed to: Sapience Consulting Pte Ltd, 243 Beach Road #02-01, Singapore 189754, Attn: Finance Department.

PART G: DECLARATION

By signing below, the undersigned affirms that all information given is true and accurate on behalf of the company and its named trainees, and agrees to the full Terms and Conditions (see appendix) that would otherwise be presented as part of the online registration form.

☐ I agree to the Terms and Conditions (see appendix).

Full name of Officer submitting this form *

Designation

Signature *

Date *

Terms and Conditions

Version of 18 September 2026

1. Introduction

- 1.1 The personal information collected on this form is for the use of course registration, account servicing of course-related activities, course survey and/or for application of course-related funding (only if applicable) to respective funding-related agencies/bodies/organisations (SWDA, etc).
- 1.2 Information may also be used for marketing and promotional material according to the option selected in Part D of the registration form for self-sponsored trainees.
- 1.3 Sapience Consulting Pte Ltd ("SAPIENCE") is committed to maintaining the confidentiality of personal information. SAPIENCE undertakes not to reveal an applicant's information without prior consent of the applicant to any third parties (other than regulating authorities, funding-related agencies and/or authorised data intermediaries by SAPIENCE) and programme partners (including respective exam agencies of the programmes).

2. Registration & Confirmation

- 2.1 To secure a place in the course, the completed registration form and payment must be submitted to SAPIENCE sales personnel via email at accounts@sapience-consulting.com no later than two (2) weeks prior to the course start date. Accepted payment methods are as specified in the invoice.
- 2.2 A place in the course is only confirmed upon (a) full and successful payment of course fees and any other outstanding amounts due and payable to SAPIENCE, and (b) receipt of a confirmation email or letter from SAPIENCE.
- 2.3 A course confirmation email is sent to the trainee once minimum enrolment is reached or at least one week prior to the course commencement
- 2.4 The course schedule selected is subject to confirmation. SAPIENCE reserves the right to withdraw, relocate or re-schedule the class; see Clause 4 (Cancellation, Postponement & Rescheduling) for further details.
- 2.5 By submitting this registration, the trainee confirms that any prerequisites for the course have been understood by the trainee, and that the trainee meets those prerequisites as at the date of registration.

3. Terms of Payment

- 3.1 Course fees are payable upon registration. Accepted modes of payment (e.g. Bank Transfer, PayNow, Credit Card) and the relevant payment details are as specified in the invoice issued by SAPIENCE.
- 3.2 Nett payment must be made before course commencement. Failure to do so may result in forfeiture of the registered seat and/or cancellation of the application.
- 3.3 Interest shall accrue on any late payment at a rate of 1.5% per month, calculated on a daily basis from the due date of the relevant payment until the date of actual payment.

4. Cancellation, Postponement & Rescheduling

- 4.1 Requests for rescheduling, postponement or withdrawal from a course, and all matters relating to cancellations and refunds, are governed by the SAPIENCE Refund Policy, the current version of which is available at www.sapience-consulting.com/refund-policy. The Refund Policy is the sole and authoritative reference for such matters and may be updated by SAPIENCE from time to time.
- 4.2 In the event SAPIENCE needs to change the date, time and/or venue of a course, SAPIENCE reserves the right to cancel, postpone, relocate or reschedule the course, with reasonable notice given to registered trainees where practicable.
- 4.3 Where a refund is due to a trainee as a result of a cancellation, postponement or rescheduling under this Clause 4, the refund will be processed in accordance with the Refund Policy at www.sapience-consulting.com/refund-policy.
- 4.4 All requests for rescheduling, postponement or withdrawal are subject to SAPIENCE's approval. An administrative fee may be imposed for approved refunds, withdrawals or transfers, assessed on a case-by-case basis in accordance with the Refund Policy.

5. Attendance & Proper Conduct

- 5.1 Trainees are advised to be punctual on the day of the course, examination or assessment to facilitate attendance taking.
- 5.2 Trainees are expected to adhere to course schedules, exhibit proper conduct to facilitate learning, not engage in harassment, aggression or abuse, and ensure appropriate and responsible use of resources and facilities where the course is conducted.

6. Assessment & Certification

- 6.1 Trainees are required to complete and pass all applicable assessments in order to qualify for certification.
- 6.2 Certificates will be issued to trainees who successfully meet the course requirements and pass the applicable assessments, where applicable.

7. Funding Terms (SWDA/SkillsFuture)

- 7.1 Trainee shall be bound by the Terms and Conditions of any applicable funding scheme as approved by SAPIENCE. For funded courses (e.g. SWDA), a trainee may be permitted to pay upfront only a portion of the course fee (less the potential funding amount) at the point of application.
- 7.2 In the event that a trainee fails to meet any of the requirements set under the applicable funding scheme (including but not limited to those listed below), or has previously been granted funding for the same course resulting in the trainee's funding application being rejected by the relevant funding agency, the trainee is liable to pay the balance of the course fee (i.e. the potential funding amount) to SAPIENCE or to the relevant funding agency. This balance shall become immediately due and payable upon notification of the funding shortfall or rejection, unless otherwise agreed in writing with SAPIENCE:
 - Trainee achieves less than the minimum attendance required by the course.
 - Trainee fails to sit for the required examination(s)/assessment(s) (where applicable).
 - Trainee fails the required examination(s)/assessment(s) (where applicable).
- 7.3 Delegates who wish to use SkillsFuture Credit must indicate this during registration and follow the necessary steps to apply for and claim the credit. SkillsFuture Credit claims are subject to approval by SkillsFuture Singapore, and trainees are responsible for ensuring their claims are successfully submitted and approved.

8. Virtual Class Requirements

- 8.1 Trainees are to ensure the presence of a working webcam on the trainee's laptop, notebook, PC or other equipment before signing up for any virtual instructor-led class.
- 8.2 SAPIENCE will not be liable for any issues arising from the inability to access a virtual instructor-led class due to the absence of a working webcam.

9. Privacy & Recording Consent

- 9.1 By participating in the course, the trainee consents to the recording of their image, voice, and any shared content during sessions conducted on virtual platforms.
- 9.2 There may also be photography and/or video recording during in-person courses. Photos and audio-visual recordings may be used for internal reporting, audit and marketing purposes.
- 9.3 The retention of personal information collected under this form is governed by the SAPIENCE Privacy Notice, available at www.sapience-consulting.com/privacy-notice, which trainees are advised to review.

10. Indemnity & Limitation of Liability (Cybersecurity Courses)

- 10.1 For trainees registering for cybersecurity courses, it shall be understood that live demonstrations on threats to cybersecurity may be conducted during the course. No skills and know-how pertaining to these demonstrations ("Technical Skills") will be intentionally taught to the trainees.
- 10.2 By registering for these cybersecurity courses, the trainee undertakes not to use, in any circumstance (unless otherwise permitted by law), any Technical Skills which may be indirectly taught to him/her during the demonstrations conducted.
- 10.3 The trainee further undertakes to fully indemnify and keep, and to release, waive and discharge, SAPIENCE and its directors, officers, agents, representatives, employees, third-party partners and any other third-party vendors/trainers hired by it ("Releasees"), harmless from and against any causes of action, claims, liabilities, costs and expenses which may be made or brought against the Releasees or trainee, or which either of them may suffer or incur, as a result of the trainee's unauthorised use of the Technical Skills; and further covenants not to bring a claim against the Releasees for all liability and causes of action arising out of any loss or damages as a result of such unauthorised use.