

Course Registration Form

Course Title: _____

Course Date: _____

Course Fee: _____

Easy Ways to register:

E-mail nlbacademy@nlb.gov.sg
 Fax 6354 5071
 Website www.nlba.sg (for e-learning courses only)

For enquiries, please contact us at:
 Tel: 6354 5131/ 5123 or
 Email: nlbacademy@nlb.gov.sg

A. Participant(s) Details

S/No	Name (As in NRIC/ Passport)	Organization / Designation	Email Address	Contact Number
1				
2				

B. Payment

SELF PAY

- Please enclose cheque payable to **National Library Board**, and mail to:
 NLB Academy
 c/o Toa Payoh Public Library (Level 3)
 6 Toa Payoh Central
 Singapore 319191
- Please write name, course title & date on the reverse side of the cheque.
- A receipt will be sent to you. Please provide your mailing address below:

Company Sponsored

Billing Information

Company _____

Sub-BU code _____

(Compulsory for Ministries & Statutory boards for e-invoicing. For more information please refer to www.vendors.gov.sg)

Billing Address _____

Contact Person _____

Designation _____

Tel _____

Email _____

Please note:

- Registration is provisional until the payment is made.
- No refund is given after confirmation by NLB Academy but replacement of participant is allowed.
- NLB Academy reserves the right to cancel a course or change the date or trainer due to unforeseen circumstances.

Terms and Conditions

NLBA is offering classroom-based, blended learning, workshops, programmes, seminars, and e-learning courses. This T&C serves as a guide for the collection of payment, requests for refund, withdrawal and replacement.

1. For Classroom-based Courses, Blended Learning Courses, Programmes, Workshops, and Seminars

Additional information (i.e. Academic Qualification) may be requested upon receipt of Registration Form. Registrant must provide the required information before the commencement of course.

Absentee, Withdrawal and Replacement

- 25% of the fee will be charged for withdrawal after course registration is confirmed.
- Absentees will be charged the full course fee.
- No refund of payment will be made. However, a replacement of participant can be made at no extra charge. Any request for replacement is to be made in writing to the NLB Academy before course commencement.

Cancellation of course session or change in date/trainer

NLB Academy reserves the right to cancel a course session or change the date or trainer due to unforeseen circumstances.

All payment made are strictly non-refundable.

Self-sponsored	Company-sponsored
<ul style="list-style-type: none"> • Payment by cheque is to be made upon submission of registration form. • Cheque to be payable to National Library Board. Pls indicate your name, course title and date on the reverse side of the cheque. • A receipt will be sent to you. Please provide your mailing address. 	<ul style="list-style-type: none"> • An invoice would be sent to the company. Please provide the relevant billing details such as billing address, bank details and particulars of contact person. (For Ministries, Statutory Boards and Schools that requires e-invoicing, please provide the sub-BU code) • Please pay promptly. A fee will be levied for late payment.

2. For E-Learning courses

For individuals	For groups (of at least 50 pax)
<ul style="list-style-type: none"> • Course registration and payment can be made online using credit card (Master/Visa) at www.nlba.sg. • Participants will need to complete the e-learning courses within the given access period of 2 weeks. • No refund of payment will be made. 	<p>If you have a group of 50 pax or more, you may contact us for group registration. Please contact us at nlbacademy@nlb.gov.sg or call 6354 5123.</p> <ul style="list-style-type: none"> • No refund of payment will be made. • Participants will need to complete the e-learning courses within the given access period.