



Wavelink Maritime Institute (WMI) Short Course Application Form



Tel: (65) 6796 9651 / 9657 Fax: (65) 6569 3268

Email: courses@wavelink.com.sg

INSTRUCTIONS TO SHORT COURSE APPLICANT:

1. Application Form and document(s) must be emailed to courses@wavelink.com.sg or submitted in person at least 07 working days before the date of commencement.
2. Company Sponsored applicant must be verified in this form or otherwise confirmation via email.
3. Availability of seat is based on first come-first serve basis. We strongly recommend that you submit your application form as early as possible.
4. Withdrawal of your application must be made known in written email or via phone call at least 10 working days before the course commencement.
5. Payment of course fee can be made after the course is confirmed. WMI do not accept NETS and Credit Card payment.

The available payment modes:

- Cash
- Cheque
 - must be crossed and made payable to "Wavelink Maritime Institute Pte Ltd"
 - kindly indicate applicant's full name, contact number and invoice number at the back of the cheque
- Telegraphic Transfer (TT)
 - cross border bank charges have to be borne by the remitter
 - Kindly remit in Singapore Dollars to avoid any differences due to the currency exchange
 - To ensure full amount is remitted to WMI, please instruct your bank that Telegraphic Transfer charges are to be borne by the transmitter

Please tick accordingly in the box provided below

Self Sponsored. (Kindly complete Sections: A, B & D)

Company Sponsored. (Kindly complete Sections: A, B & C)

SECTION A – COURSE DETAILS

Course Title: _____ Course Date: _____

SECTION B – APPLICANTS PARTICULARS

Name (as per NRIC/ Passport): _____ Email Address: _____

Nationality: *Singapore Citizen / PR / Others (if others kindly indicate your nationality) : _____

**delete accordingly*

Shipboard Rank / Office Designation: _____ Contact No.: _____

Corresponding Address (indicate N.A. for Company Sponsored) _____

SECTION C – FOR COMPANY SPONSORED (NOTE: To be verified by COMPANY)

Company Full Name: _____

Company Full Address: _____

Name of Person-in-Charge: _____ Email: _____

Designation: _____ Department: _____ Contact No.: _____

SECTION D – APPLICATION FOR GRANT

As a Self Sponsored and member of SMOU, I will like to enjoy **SMOU Education Grant (Membership No¹. _____)**

¹Membership status will be verified with SMOU Membership Division. Kindly indicate N.A if not applicable.

For SMOU Membership Stamping & Verification

Other Available grants

1. Singapore Maritime Training Fund (**SMTF**) is available for qualifying companies who are sponsoring their seafarers.
2. Maritime Cluster Fund (**MCF**) is subjected to the qualifying terms and conditions. For more information, you may visit Training@MaritimeSingapore under the MPA website.
3. **SkillsFuture Credit** is available for Singapore Citizen aged 25 years and above. For more information on the list of approved courses, please visit www.skillsfuture.sg/credit

DOCUMENTATION REQUIREMENT – AS STATED BELOW

For non-STCW course registration

Please attach **ONE** of the following documents** with the application form.

- NRIC
- Passport

**Acceptable Format: PDF / JPEG/ GIF

For STCW course registration

Please attach **ONE** of the following documents** with the application form.

- Certificate of Competency (COC) – all pages
- Discharge book (CDC) – particulars page & most recent 06 months seatime

Note: Passport sized photograph is also required for HVT application.

**Acceptable Format: PDF / JPEG/ GIF

TERMS AND CONDITIONS

1. Wavelink Maritime Institute reserves the right to reject your application if the document(s) is found to be incomplete.
2. No cancellation is allowed upon receiving the Course Confirmation from Wavelink.
3. Course confirmation will be informed via email 2 weeks before the course commence. Wavelink reserves the right to appoint, to postpone / cancel the course at its sole discretion without any liability. Wavelink Maritime Institute shall not be responsible for any claim, damage or loss incurred or suffered by you as a result of such action.
4. Full course fee is chargeable for candidates who did not turn up or did not complete the full course.
5. Certificate(s) will be issued to individual/company within 07 working days upon the successful completion of the course and subjected to the following conditions:
 - participant must attained 100% attendance
 - payment of course fee has been made
6. For company sponsored participant, the certificate(s) will be mailed out to the company once the conditions are fulfilled.
7. Refund approval due to the withdrawal of application is subjected to Wavelink Refund Policy.

DECLARATION AND ACKNOWLEDGEMENT

By signing and submitting this application form, I hereby:

- declare that the particulars contained in this application are correct, and true to the best of my knowledge and belief, and that the documents and certificates attached with this application are genuine documents, issued by relevant authorities. I further declare that any false information and wilful suppression of facts will render the applicant liable to disqualification from the course without refund.
- undertake to indemnify the Training Service Provider(s), its employees and agents, against any claims arising from accident, injury or death whatsoever occurring to or sustained by the applicant during the course at the place of training and the applicant undergoes this course on his / her own accord.
- consent to my Personal Data being collected, used and retained by Wavelink Maritime Institute for the purposes of processing, administering and managing course related matters.
(note: for enquiries on Personal Data protection matters, please email to dpo@ntuc.org.sg)
- consent to be contacted by Wavelink Maritime Institute via email, text messages, fax and/or post for matters relating maritime training and education as well as to give my opinion/feedback on such matters.
- agreed to the Terms and Conditions as stated in this form.

Applicant's Name / Company's Person-in-Charge

Applicant's Signature / Company Stamp

Date of submission