



FarEastFlora.com Pte Ltd  
 Creativeworkz Floristry Academy  
 565 Thomson Road. Singapore 298184  
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 Url https://www.creativeworkz.com.sg

## Course Registration Form

*Please write in CAPITAL LETTERS. Indicate "X" in boxes where applicable.*

Course Title : \_\_\_\_\_  
 Course Schedule : \_\_\_\_\_ Day/Time : \_\_\_\_\_

### Personal Particulars

*Full Name (as in NRIC/FIN/WP)					
*Nationality	Singapore Citizen/PR			Gender	Female
	Others (pls specify):				Male
*Mobile Number:		Alternative Contact Number:			
*Email Address :					
Mailing Address	POSTAL CODE:				
Contact Person (In case of emergency)				Contact No.	

*\*mandatory fields*

### Payment Mode

- PAYNOW UEN: 200001590CAC2 FarEastFlora.com Pte Ltd Date: ..... Time: .....
- Funds transfer into FarEastFlora.com Pte Ltd – DBS Current Account No. 003-901134-2
- Credit Card: Payment link via secured STRIPE platform will be emailed.
- Wix booking via STRIPE.
- Crossed Cheque No.. .....made payable to Far East Flora.com Pte Ltd
- Employer-sponsored

Company's name: \_\_\_\_\_  
 Company's address: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Designation: \_\_\_\_\_ Contact Number \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Terms & Conditions**

**1. Registration**

- Registration can be done in person or via email with the Registration Form duly signed, on a first-come, first-served basis. Full payment of course fee must be done within 3 days after submission of registration form.
- Failing to settle payment within the grace period will result in an automatic withdrawal and applicant's place will be released.
- Registration closes 2 weeks before the course commencement date, or when the class is full, whichever is sooner.

**2. Confirmation**

- Applicant will be notified through email at least one week before the course commencement date.

**3. Cancellation / Postponement**

- Training provider reserves the right to cancel or postpone the course, combine one class with another, replace the trainer, refuse any enrolment and expel any applicant who misbehaves himself/herself.

**4. Attendance / Certification**

- Applicant is expected to attend the classes punctually. There will be no replacement lesson for anyone who is late or absent (without 7 days notification).
- Certificate of attendance will be issued based on a minimum 75% attendance.

**5. Refund Policy**

- Applicants who wish to withdraw from the course must submit a written notice to CreativeWorkz (FEF.com) using the Refund Form. Valid grounds accepted include: medical, overseas assignment and compassionate grounds.
- The refund should take no earlier than 60 working days. Applicant can only receive refund in person by cheque. Payment by credit cards shall be refunded to the credit card accounts.
- Refunds are administrated according to the guidelines listed below:

Written Notice required by CreativeWorkz	% Refund of fees
More than 21 days before course commencement	90%
More than 7 days before course commencement	50%
Less than 7 days before course commencement	No Refund

**6. Replacement Class Policy**

- Valid for 6 months only from the course commencement month.
- Replacement class(es) date(s) will be according to the course schedule that is published.
- Eligibility terms: 1) Medical – applicant is required to submit medical certificate or receipt.  
2) Foreseen Absence – applicant is required to notify via email or in writing, at least 7 days in advance of class date.
- Once replacement class date is confirmed, no further changes or deferment will be entertained.

Courses	Nos. of Replacement Classes
Hand Bouquets (Foundation)	1
Table Florals (Foundation)	1

<b>No Replacement Class for courses:</b>
Intermediate Handtied Bouquet
Wedding Corsages & Floral Crown
Bridal Bouquet
Design Styles in Floral Arrangement
Garden Style Floral Arrangement
<i>and others unless otherwise specified</i>

**7. Workplace Safety & Health**

- Applicant is required to wear covered and anti-slip shoes at all times in class. Applicant will not be permitted attendance if he/she does not comply with safety regulation.
- FEF.com will not be liable for any injury or mishap to the applicant or any loss or damage incurred by the applicant during the course.

The above Terms & Conditions may change without prior notice. All information provided will be treated with strict confidentiality.

**Declaration**

I declare that all the information provided is true and correct. I understand that misrepresentation or omission is sufficient grounds for rejection of my registration and withdrawal of any place which may be offered and that this withdrawal may take place at any stage during the course. I understand and agree to abide the terms and conditions stated by FarEastFlora.com Pte Ltd (FEF.com).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

For Official Use Only	
Course Code	: _____
Course Fee Payable (w/GST)	: \$ _____ <input checked="" type="checkbox"/> Returning Student Rate <input type="checkbox"/> Promo ID: .....
Amount Payable (w/GST)	: \$ _____
Payment Date	: _____ Processed by : _____
Order Number	: <u>S/O</u> Tax Invoice No.: <u>Inv</u>