



GR.iD Building, 1 Selegie Road Level #8-01 S188306
 Tel: 63231220 Fax: 67470243 Mobile: 92999011
 Website: www.gigis.edu.sg
 Email: admissions@gigis.edu.sg (School)
 Email: enquiry@gigis.edu.sg (Professional Development)
 SSG Registration No.: 201000716D

REGISTRATION FORM

Academic Year of Entry (please tick on what's applicable)

☐ 2025-26 ☐ 2026-27

A. CANDIDATE PARTICULARS

Last Name <i>(as in Passport/ NRIC)</i> :		Gender: <input type="radio"/> Male <input type="radio"/> Female	
Given Name <i>(as in Passport/ NRIC)</i> :		Date of Birth:	
Nationality <i>(if dual citizenship, please state)</i> :	Country of Birth:	NRIC/FIN No:	Expiry Date:
Address:		Postal Code:	

**Kindly submit a copy of your NRIC front & back for verification*

Email Address:	Mobile No.	Landline No.
Highest Qualification: <i>*Kindly submit a copy of your Highest Cert for Verification</i>		
Subject Matter Expertise/ Knowledge:		
Details of any teaching experience:		
Objective of joining this course?		
How do you come to know of G I G?		

Current Company Details

Company Name:	Designation:
Company Address:	Landline No:

Company Sponsor / Self Sponsor

<input type="checkbox"/> Skills Development Fund (SDF)	<input type="checkbox"/> Skills Future Credit (SFC) <i>SFC is available to Singaporeans 25 years old and above Please visit www.skillsfuture.sg</i>
Amount:	Amount:

B. PROGRAMME / MODULE / COURSE INFORMATION

Registration Fee: \$88

<input type="checkbox"/> Cambridge International Certificate in Teaching & Learning (CICTL) awarded by Cambridge Assessment International Examinations, UK	\$4230.00
<input type="checkbox"/> Cambridge International Diploma in Teaching & Learning (CIDTL) Mod 2 & Mod 3 *combined awarded by Cambridge Assessment International Examinations, UK <i>*waived off registration fee</i>	\$6,600.00
<input type="checkbox"/> Preparatory Course for Diploma in Teaching English to Speakers of Other Languages (TESOL) awarded by London Teachers Training College, UK	\$2310.00
<input type="checkbox"/> Diploma of Educational Studies (DoES) awarded by London Teachers Training College, UK	\$3145.00
<input type="checkbox"/> Certificate of Professional Practice (CoPP) , awarded by The London Teachers Training College, UK <div> <div>Creative Writing Communication in Style Creative Thinking & Teambuilding Educational Innovation Early Literacy and Reading Comprehension Effective Teaching Methodologies</div> <div>Harnessing Innovation & Entrepreneurship Music and Movement Phonetics Phonics Public Speaking Special Educational Needs</div> <div>Speech Development & Creative Drama Speech & Drama in Action Drama in Education Curriculum Development & Instruction Teaching Effective Math & Science Coding & Generative AI</div> </div>	\$1188.00 per module

All fees are chargeable with 9% GST

Course Acknowledgement by Student

Course Commencement Date:
TOTAL Amount Payable:
Payment Details: <div style="text-align: center; font-size: 100px; color: lightcoral; opacity: 0.3;">SAMPLE</div>
Candidate Signature & Date

C. PRE-COURSE COUNSELLING INFORMATION CHECKLIST

This is to confirm that the Candidate has been briefed on the following:

SECTION A: CURRICULUM & SCHOOL INFORMATION

School Information – GIG International School location, facilities and Counselling and student support services available	
Curriculum Information – Entry requirements, Proficiency test (if any), Curriculum structure, duration, Course outlines and Intake, Academic Conduct & Misconducts	

SECTION B: FEES PAYABLE AND PAYMENT METHODS

Examination Fees, Registration Fees, Miscellaneous Fees and any other relevant fees payable to GIG International School PDC	
The payment modes and methods acceptable by GIG International School, including available instalments schemes and all payments must be made to GIG International School Pte Ltd	
Student contract has to be signed and dated before the course payments can be made	

SECTION C: FEE PROTECTION SCHEME AND STUDENT CONTRACT

The fee protection scheme (FPS) that GIG International School has in place for students/ candidates.

The terms and conditions stated in the student contract have been explained and fully understood by the student. A sample contract is posted on the website. <https://gigis.edu.sg/pdc/registration-process> & PDC Candidate Handbook pp 55)

SECTION D: *STUDENT SUPPORT SERVICES

The *student support services that GIG International School PDC has in place for candidates stated in PDC Candidate Handbook pp 44. <https://gigis.edu.sg/pdc/handbook>

**Candidate as applicable for PDC*

SECTION E: SSG (SkillsFuture Singapore)

As a Private Education Institution, we are registered with SSG (SkillsFuture Singapore. For more information, please visit the SSG website <https://www.skillsfuture.gov.sg/>

SECTION F: WITHDRAWAL / REFUND / TRANSFER POLICY AND PROCEDURE

GIG International School Refund Policy and Procedures

WITHDRAWAL / REFUND Policies

Candidates have a cooling-off period of ten (10) working days after the date that the Contract has been signed by both parties. (Standard Student Contract V.4). The candidate will be refunded the amount based on the events stipulated in numbers 1 & 2 The candidate has to fill up and submit a formal written withdrawal notice via email to enquiry@gigis.edu.sg for the withdrawal procedure to be facilitated.

% of [the amount of Examinations* Registration* & Course Fee Schedules B and C]	the Candidate's written notice of withdrawal is sent,
[100%]	within 10 day cooling off period
[75%]	[7] days before course commencement date
[0%]	[7] days after the Course Commencement Date
[0%]	more than [10] days after the Course Commencement Date

DEFERMENT POLICY

TRANSFER POLICY

*Details of the above are written in Part E. Terms & Conditions. Information also available at PDC Website <https://gigis.edu.sg/pdc/deferment-transfer-policy> & <https://gigis.edu.sg/pdc/withdrawal-refund-policy>

D. TERMS & CONDITIONS

Withdrawal & Refund Policies

Due to Non-Delivery of the Course by GIGIS PDC

GIGIS PDC will fully refund the candidate (on fees paid) on the following grounds and will notify the candidate within seven (7) working days:

- PDC Course is cancelled due to low attendance.
- PDC Course is suddenly terminated due to some unavoidable circumstances.

Due to Other Reasons

- Requests given within the 10-day cooling off period, the candidate can get a full refund of the Course Fees paid. **applicable to candidates with signed contracts.*
- Requests given 7 days before the class starts the candidate can get a refund of the 75% of the Course Fees paid.
- Requests made after course commencement; there will be no refund on all fees paid.
- In cases where a candidate suddenly stopped attending classes and has been missing in action and all repeated efforts to keep in touch via SMS, calls and email to check status are in vain- the candidate will automatically be identified as inactive and eventually withdrawn (if after 30 days, he remains uncontactable). Fees paid will not be refunded and the contract will be terminated.
- In cases where a candidate is expelled from the course enrolled due to misconduct and non-observance (see PDC Candidate Handbook on Serious Violations) and moral and educational ethics, candidates will be considered automatically withdrawn from the course. Fees paid will not be refunded and contract will be terminated.
- The candidate will be refunded the amount based on the events stipulated in numbers 1 & 2.

The candidate must submit a formal written withdrawal notice via email to enquiry@gigis.edu.sg for the withdrawal procedure to be facilitated.

DEFERMENT POLICY

- An administrative fee of \$100 is chargeable
- Instalment payment schedule will resume once the candidate returns to class
- If a request is made within a month and the candidate has been attending classes before making the said request, he is required to settle the amount for that month.
- Candidates are given 12 months to resume attending the classes from the date they filled the Deferment Request Form also subject to availability of classes within the said given period.
- As course fees are designed to be paid in instalment schedules, candidates are liable to pay the instalment of the current month if he submits request beyond 5th of that month.
- If a candidate is uncontactable after 12 months, his status will automatically change to withdrawn status. Applicable withdrawal status will be in effect.
- GIGIS reserves the right to deny deferment request.

TRANSFER POLICY

If the transfer request is sent:

Within 10 working days of cooling off period of original course enrolled:

- The administrative fee of \$100 is waived off.
- Fees paid can be prorated for the next course
- Instalment payment schedule will be adjusted.
- Registration fees will be waived off on next course
- GIGIS reserves the right to deny transfer requests

Within 7 working days before class commencement of original course enrolled:

- The administrative fee of \$100 is waived off.
- Fees paid can be prorated for the next course
- Instalment payment schedule will be adjusted.
- Registration fees will be waived off on next course
- GIGIS reserves the right to deny transfer requests

Within 14 days after attending classes of enrolled course have started,

- Fees paid to the prior course is nonrefundable and can no longer be utilised nor prorated for the next course.
- Exam Fees and Course Fees are to be paid for the new course
- Registration fees are waived

More than 14 days after attending classes of enrolled course

- Fees paid to the prior course is nonrefundable and can no longer be utilised nor prorated for the next course.
- Exam Fees and Course Fees is to be paid for the new course
- Registration fees are to be paid for the new course.

GIGIS PDC reserves the right to postpone a course for up to 3 months from the stipulated date as signed on the Registration Form. A full refund of the amount paid will be given to participants if GIGIS PDC is unable to start a course 3 months from the date signed on the Registration Form.

GIGIS PDC reserves the right to make any amendments to the course materials, start and end dates as deemed necessary without prior notice to participants. Candidates will be duly informed via telephone and electronic means of any changes pertaining to their course of study at GIGIS.

Instalment Payments

Examination Fees, Registration Fees and Course Fees can be paid on an instalment schedule mode of payment.

A late payment fee of \$50 will be levied for each late payment made.

Admission Procedures

Completed registration form and sign Form 12 Private Education Act Advisory Notes to Students should be submitted including:

- Copies of any highest academic certificates.
- Copies of NRIC / FIN (front & back)
- Initial payment of exam fees & registration fees upon course commencement.

E. AGREEMENT ON PRE-COURSE COUNSELLING

I hereby acknowledge to have understood the terms and conditions stated herein and agree to abide by it.

I have been oriented on Class Modules/ Courses and through PDC Candidate Handbook <https://gigis.edu.sg/pdc/handbook> which comprises information such as Discipline policy, Assessment and Examination Guidelines, Assessment Appeal Policy, Promotion Policy *if applicable, Students Suspension and Expulsion Policy, Withdrawal Policy, Refund Policy, Late payment Policy Feedback/Complaints & Dispute Resolution Policy, and all other related matters before signing the Standard Student Contract.

I declare that I will try to the best of my ability to be a conscientious candidate so as to benefit fully from the course.

I understand that the initial payment of registration fee and exam fees is non-refundable once paid. I am aware that any fee increase will be notified to me in writing when applicable. I understand that all candidates at GIG International School are required by Council of Private Education (CPE) to sign a Standard Student Contract. I am aware that a late course commencement form should be filled prior to signing a Standard Student Contract, if I join courses after it commenced.

I declare that the information on this application form is true and accurate to my full knowledge and that all information provided in this form shall be classified confidential and used as per the school's confidentiality and security of information.

Additionally, I allow GIGIS to use testimonial in any form for marketing purposes. Also I agree to receive marketing and course updates from GIGIS via e-mails and text messages.

With all the information provided, I am satisfied with the pre-course counselling presentation and registration process. ☐ Yes ☐ No

Name & Signature of Candidate / Date

F. DECLARATION

To be filled by Staff:

I hereby confirm that all above information filled out by the Candidate has been reviewed and checked.

Name of Staff / Consultant (with signature & date): _____

To be filled by Candidate:

I declare that all details & information conveyed and written above are true & correct. I fully understood what has been communicated to me was relevant and is related to my interest, concerns and other related matters on my enrolment to the course of my choice. I hereby acknowledge that I have been informed on both academic and administrative matters on my candidacy to the professional programme.

Name of Candidate (with signature & date): _____

NRIC / Passport : _____

Programme / Class: _____

Registration No: _____