

“Request Rescheduling of Course” Form (for both CPD and WSQ courses)

PRIVATE AND CONFIDENTIAL

Confidentiality: SALT Pte Ltd (“SALT”) is committed to maintaining the confidentiality of the applicant’s personal information and undertakes not to divulge any of the applicant’s personal information to any third party without the prior written consent of the applicant.

COURSE RESCHEDULE FORM

Important Notes:

1. Course participants intending to reschedule the course date must complete the ‘Reschedule Form’ and submit it to SALT for consideration.
2. Course participants are to provide documentary proof if applicable in order to facilitate in the reschedule process.
3. There is no refund of fees for all Continuing Professional Development (CPD) courses, but participants are allowed to reschedule the course date once.
4. For all reschedule requests, the process will normally take 7 working days for processing. Official outcome will be communicated to course participants via e-mail.

APPLICANT INFORMATION

Date of Request: _____

Name: _____

NRIC / FIN / Passport No: _____

Course Name: _____

Course Commencing: _____

Reason(s) for rescheduling:

Signature of Applicant / Date