

## Work-Study Programme (WSP)

**Title:** \_\_\_\_\_

**Year:** \_\_\_\_\_ **Intake**

This form is to be completed by the Participant in the above course. This form will take about 10 minutes to complete.

Please read all instructions carefully before filling in the declaration form. All information provided must be true and accurate. Incomplete application form and/or false declaration of information will lead to disqualification.

Part A		PARTICIPANT'S PARTICULAR (Please fill in <b>ALL</b> the fields)	
Name as in NRIC :		NRIC No. :	
Date of Birth (DD/MM/YYYY) :    /    /		Age (as at course start date) :	
Nationality : <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR		Race: <input type="checkbox"/> Chinese <input type="checkbox"/> Malay <input type="checkbox"/> Indian <input type="checkbox"/> Others(Pls specify): _____	
Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female		ORD Date (if applicable) (DD/MM/YYYY):    /    /	
Home Address :			
Contact Numbers : (Home)		(Mobile)	(Office)
Email Address:			
Diploma/ITE Course Graduated:			
Date of Graduation (as stated on certificate):		Awarded By: <input type="checkbox"/> NP <input type="checkbox"/> NYP <input type="checkbox"/> RP <input type="checkbox"/> SP <input type="checkbox"/> TP <input type="checkbox"/> ITE	
Employment Bond Duration (upon Programme completion):		Job Title :	
Starting Date of Current Employment (DD/MM/YYYY):    /    /		<b>(Mandatory)</b>	
Salary Declaration : Current Monthly Gross Salary \$		<b>(Mandatory)</b>	

Part B	TERMS AND CONDITIONS
<ol style="list-style-type: none"> <li>1. Participant must be hired by a WSP Participating Company in the relevant industry sector before admission of course.</li> <li>2. Singapore Citizen/Permanent Resident Participant admitted to WSP will receive course fee subsidy from Ministry of Education (MOE). The remaining unfunded portion (if any) will be sponsored by the Participating Company.</li> <li>3. Participants who need to retake the course modules or sit for re-tests is required to bear the additional costs themselves.</li> <li>4. Upon completion of the Programme, Participants will be required to complete the post-course evaluations on a monthly basis for up to 12 months.</li> <li>5. Certificate of Completion will be awarded upon completion of the Programme.</li> <li>6. SkillsFuture Singapore (SSG) will provide a Sign-on Incentive of \$5000 to each <b>eligible</b> Singapore Citizen Participant. The Sign-on Incentive will be disbursed to the <b>eligible</b> Singapore Citizen Participant's bank account in two tranches:               <ol style="list-style-type: none"> <li>i) 1<sup>st</sup> tranche: 50% disbursement upon signing of Letter of Employment with the Participating Company, and commencement of the Programme together with the signing of grant agreement with SP based on SP's disbursement schedule.</li> <li>ii) 2<sup>nd</sup> tranche: 50% balance disbursement upon completion of Programme based on SP's disbursement schedule.</li> </ol> </li> <li>7. Participants have to remain employed throughout the Programme. In cases where the Participant joins another company, which is also one of the Participating Companies in the same sector under Work-Study Programme, the Participant may be able to retain the first tranche as well as receive second tranche of the sign-on incentive upon successful completion of the Programme.</li> <li>8. Participants, who did not complete the Programme, withdraw from the Programme, are asked to leave, or have their employment terminated by the Participating Companies, and are required to return the Sign-on Incentive that was disbursed to them.</li> </ol>	

**Part C** PARTICIPANT'S DECLARATION

1. Have you been enrolled/graduated from any Earn and Learn Programme (ELP) or Work-Study Programme (WSP)?

- No. I have NOT enrolled in or graduated from any ELP/WSP.  
 Yes. I have enrolled in/graduated from\* the following ELP/WSP.  
*(\* Delete where appropriate)*

Course Title: \_\_\_\_\_

Institution Name:  NP  NYP  RP  SP  TP  ITE  Other(Please specify): \_\_\_\_\_

Start Date (DD/MM/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date(DD/MM/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you received any ELP/WSP sign-on incentive (i.e. \$5,000)?  No  Yes

2. Are you currently under any company sponsorship or serving any company bond other than this ELP/WSP?

- No. I am NOT currently under any company sponsorship or serving any company bond.  
 Yes. I am currently under a company sponsorship or serving a company bond.

3. I have read and agreed to abide by the terms and conditions stated above.

4. I agree to co-operate with Singapore Polytechnic in the post-course evaluation exercise required by SSG.

5. I will abide by the rules and regulations governing students of the Singapore Polytechnic.

6. I declare that all information and particulars provided in this Form are true, complete and accurate and that I have not withheld or distorted any information or particulars required under this Form. I understand that if any information or particulars provided by me are false, inaccurate, distorted or misleading in any way, Singapore Polytechnic reserves the right to withdraw me from the Programme.

7. I agree that the personal information I have provided in this form can be used by Singapore Polytechnic for the purpose of reports required by SSG.

Signature of Participant: \_\_\_\_\_

Name of Participant as in NRIC: \_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_