

PREREQUISITES

Classes are open n to all in the Financial Industry.

Applicant in the Life Industry must meet the following prerequisites:

- (1) must be in the life industry for a minimum of 6 months with 24 lives or
- (2) must be in the life industry for at least 12 months with 12 lives cases upon registration of the course.

All Course Participant's application will be reviewed on case-to case basis.

TERMS & CONDITIONS

1. Reservations will only be confirmed upon receipt (in full) of course fees and other fees.
2. Class (es) will be confirmed 3 days prior to course commencement.
3. All fees must be paid prior to the commencement of the course/ programme with the application form and any other required supporting document.
4. Course participants who are late in making payment on the stipulated date will be charged a late fee of \$53.50. (GST 7% included)
5. Post-dated and Non-transferable cheques are not accepted.
6. IFPAS will not conduct any make-up class for the course participant. It is the course participant's responsibility to attend classes, tests and examinations on time as required by the Moderator.
7. All course participants are to observe the Copyright Law on intellectual properties such as software and courseware.

APPLICANT'S DECLARATION

I declare that I have read the terms and conditions on this application form and that, to the best of my knowledge, all the Information given by me in this application is true and complete in every particular and I understand that any misrepresentation Or omission is sufficient grounds for rejecting my application.

I also understand that:

1. Successful completion of the course is based on Class Participation, Sales Planning Projects, Action Projects and Written Questionnaires, 75% Attendance of all the scheduled classes (NO EXCEPTION), a passing grade on the Examination and a Term Grade acceptable to the IFPAS/ LUTC Programme (Singapore) Committee, and
2. My enrolment and final status may be reported to my company.

I further understand that recruiting or attempted recruiting of practitioners of another company is not permitted in the LUTC/FSS Programme or in connection therewith, and that any student whose behaviour adversely affects reasonable order and harmony in class is subjected to expulsion, and may be barred from future participation in LUTC courses. All applications, textbooks and course fees for current year paid to IFPAS are non-refundable.

I agree that should I withdraw from the enrolled course, I must submit a written notice to the IFPAS Secretariat and I obtain:

1. A **Refund** of the course fee less administrative fee of S\$53.50 when the IFPAS Secretariat receives my notice before the scheduled registration closing date.
2. A **Refund** of 50% of the course fee when the IFPAS Secretariat receives my notice after the scheduled registration closing date and before the scheduled deadline to pay the balance course fees.
3. No **Refund** when the IFPAS Secretariat receives my notice after the scheduled withdrawal date.

DECLARATION

I have read the above and I agree to abide by its regulation.

Signature of Applicant

Date

Note: IFPAS/ LUTC Programme (Singapore) Committee reserves the right to refuse your application, withdraw or cancel, reschedule or amend the course due to unforeseen circumstances.

Please check all details on your form thoroughly and ensure that FULL payment is enclosed. This will avoid unnecessary delay to the processing of your application.

COMPANY/AGENCY VERIFICATION

_____ Has met the prerequisites of _____
(Name of Applicant) (Course) (Years) (Lives Cases)

Name of Officer-in-charge: _____

Position in company/ agency: _____

Signature of Officer-in-Charge

Company stamp & date