KBA Training Centre Pte Ltd
A member of IMCA

SSDE DIVING EQUIPMENT
(SSDE) DIVER ASSESSMENT ONLY PATHWAY (AOP) COURSE (LEVEL 2)

APPLICATION FORM

Attach One Passport Photo

PRINT NAME ON BACK OF PHOTOS

No Dark Glasses

To apply for the above training course, submit this application with one passport size photo to KBAT for review and acceptance. Please use the checklist below to ensure that you have included all required documentation with this application.

PLEASE TYPE OR PRINT CLEARLY

Surname (Mr / Miss / Mrs / Dr)	First names	Passport / IC #	
Mailing Address			
City	Country	Postal Code	
Home Phone	Business Phone		
Fax	E-mail		
Date of Birth; / Day / Month / Year		Age:	Sex: M / F

REQUIREMENT	REMARK	VERIFICATION & DOCUMENTATION	Office Use only
DIVING QUALIFICATION	Date Qualified:	Verified at KBAT	
MEDICAL CERTIFICATE	In Date :	Verified at KBAT	
LOGGED SSDE DIVES (Min 75 Prior to 07/08/2014)		Verified at KBAT	
MOM FIRST AID AT WORK WITH DIVING ELEMENT		Verified at KBAT	

SELF SPONSORED (Delete as applicable)	SPONSORING COMPANY (Name of Company / Invoice to be addressed or Department)	ACCOMMODATION REQUIRED (Delete as applicable)	PLEASE WRITE IN SELECTED COURSE DATE
Yes / No		Yes / No	

HOW DID YOU HEAR ABOUT US? (Delete as applicable)

Company sourced / Internet sourced / Direct Enquiry / Flyer / Friend / Former Trainee or Referral.

- ☞ **If from former Trainee – Please state previous course(s) taken with KBAT: _____**
- ☞ **If from Referral – Please state referrer's full name:_____**

I certify that the information herein is true and correct to the best of my knowledge, I accept the Terms and Conditions within the application document and I understand that this application is subject to approval by KBAT.

Signature _____ Date _____

KBA Training Centre Pte Ltd
No. 15, Changi North Street 1, #02-36 I-Lofts @ Changi, Singapore 498765
Tel: +65 6542 4984 • Fax: +65 6542 5584
email: divingadmin@kbassociates.org • website: www.kbatraining.org

CRS/426/07-15
RC:200602439G

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Terms and Conditions

- KBA Training Centre Pte Ltd (KBAT) is the final authority on the interpretation of these rules.
- Notwithstanding any other item herein, neither party shall be liable to the other under, arising out of or in connection with this agreement.

Payment

- All prices are quoted in Singapore Dollars + 7% GST + applicable examination fees if required.
- We do not accept credits cards or NETS.
- We can accept payment in CASH (SGD$ or USD$), via PayPal from our website, company cheque or Telegraphic Transfer. Bank transfer is only available for Singapore Bank Account holders. All cheques should be crossed and made payable to
    - **KBA Training Centre Pte Ltd**
- All charges incurred from Telegraphic Transfer or PayPal will be a the cost of delegates
- Invoices raised on company accounts must be paid as per terms and conditions stated on invoice failure will result in withholding of course or results.
- On confirmation of booking for individuals full payment must be received before commencement of the course.
- Delegates are responsible for payment of their own accommodation/flights/local transportation and reservations.

Confirmation

- All course dates are **provisional** until formal confirmation has been sent.
- KBAT are not responsible for any accommodation, flights, etc. purchased.
- Upon receipt of completed registration notification will be sent regarding the course. Full joining instructions will only be sent once the course is confirmed
- For online courses, once payment has been received the delegate will be sent details on how to access the course and log-in passwords

Change or Transfer

- Until course dates are formally confirmed candidates may change or transfer their booking without additional cost to a similar or different course.

Cancellation

- If KBAT has to cancel the course for whatever reason, a full refund (of the course fee only) will be given to any candidate who has paid a deposit or full amount and cannot transfer to an alternative. KBAT are not responsible for any accommodation, flights, etc. purchased if reasonable cancellation time is provided.
- KBAT reserve the right to cancel a course or amend any course date at any time without liability. Candidates shall be given adequate notice of any changes in writing.
- Once enrolled cancellation or refunds will not be issued for online courses.
- KBAT appreciate that candidates may not be able to attend training courses once booked so cancellations can be accepted without charge until formal confirmation of the course has been sent. After confirmation of the course the following will apply
    - Notice of cancellation after confirmation and up to 3 days before course commencement date (start date) will be subject to a charge of 50% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
    - Notice of cancellation from 3 days before course commencement date to start date (actual start day) will be subject to a charge of 100% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
    - Substitution of nominated delegate where applicable shall incur examination costs or other administrative costs as per the approval body for the course and are subject to acceptance.

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