

# Mediation Skills Assessment

## I COURSE INFORMATION

**Dates** (Please tick your preferred choice)

28 Feb 2020 (Early Bird Registration by **28 Jan 2020**)

18 May 2020 (Early Bird Registration by **18 Apr 2020**)

**Course Fees** (All prices listed are inclusive of GST)

**Early Bird Registration**

S\$941.60

**Regular Registration**

S\$995.10

## II PERSONAL PARTICULARS

**Salutation**  Dr  Mr  Ms  Others: \_\_\_\_\_

**Name** \_\_\_\_\_  
(As appears in NRIC / Passport; please underline family name)

**Address** \_\_\_\_\_

**Contact No** Mobile: \_\_\_\_\_ Office: \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Nationality**  Singaporean  Permanent Resident  Others: \_\_\_\_\_

**Employment Status**  Employed  Unemployed

**Designation** \_\_\_\_\_

**Organisation** \_\_\_\_\_

**Highest Qualification** \_\_\_\_\_

**Dietary Requirements**  Halal  Vegetarian  None  Others: \_\_\_\_\_

**Mediation/Negotiation Course Attended**  
Organiser : \_\_\_\_\_  
Course Date : \_\_\_\_\_  
Course Title : \_\_\_\_\_

## III PAYMENT DETAILS

Please make cheque payable to 'Singapore Mediation Centre'.

Individual (Cheque - Cheque Number: \_\_\_\_\_)

Organisation (Please fill in the details below)

**Bill Fees to**  
Company Name : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Billing Address : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
SUB-BU Code : \_\_\_\_\_ (If applicable, for Government organisation only)

## IV SMC ADDRESS & CONTACTS

Please mail completed form and cheque to:

**Singapore Mediation Centre**  
1 Supreme Court Lane, Level 4  
Singapore 178879

You may also fax the form to **+65 6333 5085**, or email to [suhartini@sal.org.sg](mailto:suhartini@sal.org.sg)

## V TERMS & CONDITIONS

1. Placement in the workshops and Mediation Skills Assessments (MSA) will be on a First Come First Served Basis.
2. Workshop registration fee includes programme materials. It also includes 1 lunch and 2 tea breaks per workshop day.
3. If you require an invoice to make payment, please note that we need a minimum of 10 working days to process the invoice. Early bird discount is only applicable to payment that is received by SMC before the early bird registration closing date. All other payments are to reach SMC before the specified closing date for registration to secure a place in the workshop.
4. Request of Withdrawal of Courses:  
The following penalty charges will be imposed for cancellation of registration:
  - a. where cancellation notice is received by SMC between 10 working days or more before the date of the workshop or MSA: S\$214 (inclusive of GST)
  - b. where cancellation notice is received by SMC less than 10 working days before the date of the workshop or MSA: Full amount. Workshop or MSA fees paid will be non-refundable.
5. Request for Deferment:
  - a. An administrative fee of S\$74.90 (inclusive of GST) will be imposed for each change of workshop or MSA date. No changes will be made until SMC receives the administrative fee.
  - b. Postponement less than 10 working days before the date of the workshop or MSA will be treated as cancellation (see 4b).
6. Request for Replacement:  
An administrative fee of S\$74.90 (inclusive of GST) will be imposed for each replacement of participant.
7. Absence will be treated as cancellation (see 4b).
8. SMC reserves the right to cancel a workshop or MSA and to change published details without prior notice. SMC also reserves the right to change the terms and conditions at any time.
9. The personal information collected on this form is for the use of course registration, account servicing of course-related activities, course survey and / or for application of course-related funding (if applicable) to respective funding-related agencies / bodies / organisations (WDA, etc).
10. SMC Accredited Mediator
  - a. Participants who have passed the MSA will be allowed to refer to themselves as "SMC Accredited Mediator". However, this does NOT mean that they will be placed on SMC's Panel of Mediators.
  - b. Participants who perform exceptionally well during the course and assessment will be invited to appear before a panel for an interview. On clearing the interview, the participants will be invited to join SMC's Panel of Associate Mediators. However, participants on SMC's Panel are not guaranteed that they will be assigned mediation cases.

I have read and agree to the above.

Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VI PERSONAL DATA PROTECTION ACT CONSENT CLAUSE

I consent to the use and disclosure of the personal data provided in this form to SMC and its parent company, the Singapore Academy of Law (SAL), its respective agents and authorised service providers, for the purposes of receiving and providing relevant information about SMC and the SAL group including its programmes, products and services.

### Photos

Please note that photographs may be taken during the event may be used in SMC's collaterals, reports and other publicity material. If you do not wish to have your photograph taken, please do inform the photographer.

Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_