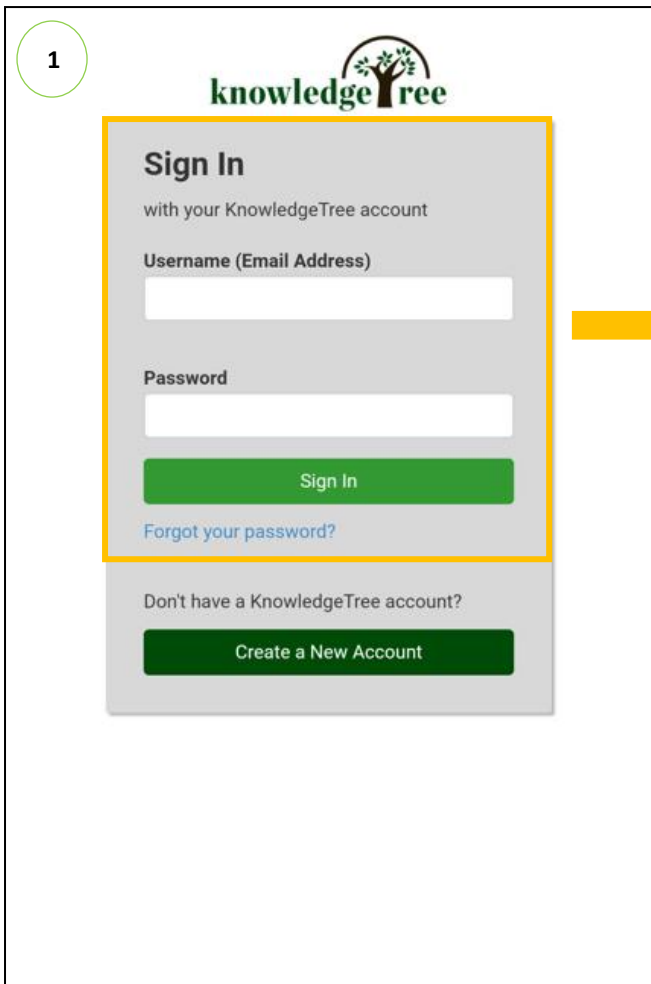


Course Registration

1



knowledge tree

Sign In

with your KnowledgeTree account

Username (Email Address)

Password

Sign In

[Forgot your password?](#)

Don't have a KnowledgeTree account?

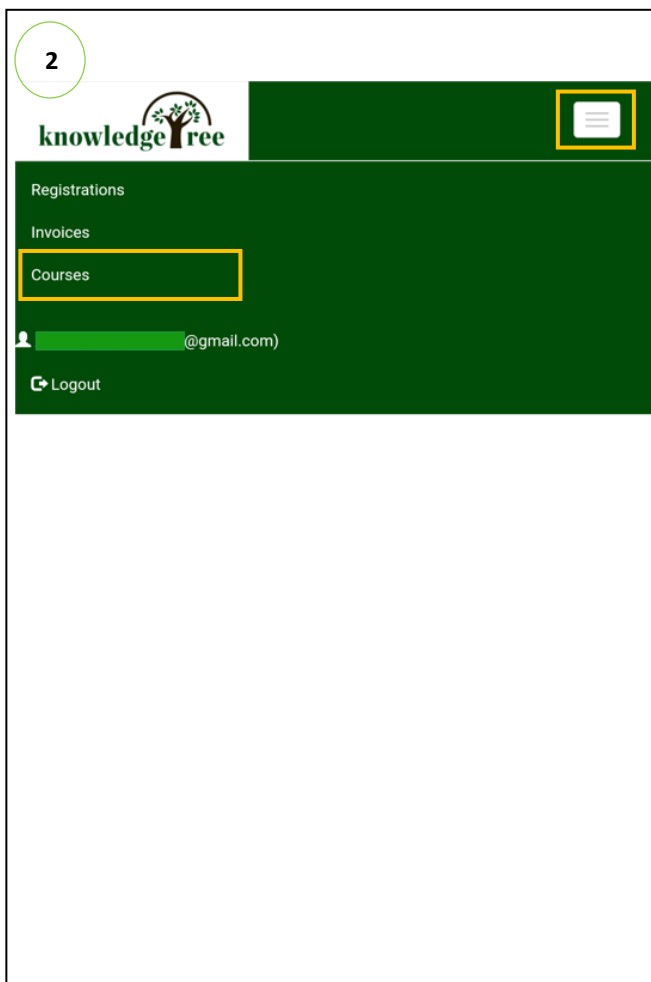
Create a New Account

Enter your login credentials to sign in

You may reset your password by selecting
"Forgot your password?" (If required)



2



knowledge tree


Registrations

Invoices

Courses

@gmail.com

Logout

Click **Menu** () button on the top right corner and select **"Courses"**



Register

- Available (Green)

Register

- Full/Closed Registration (Grey)

3

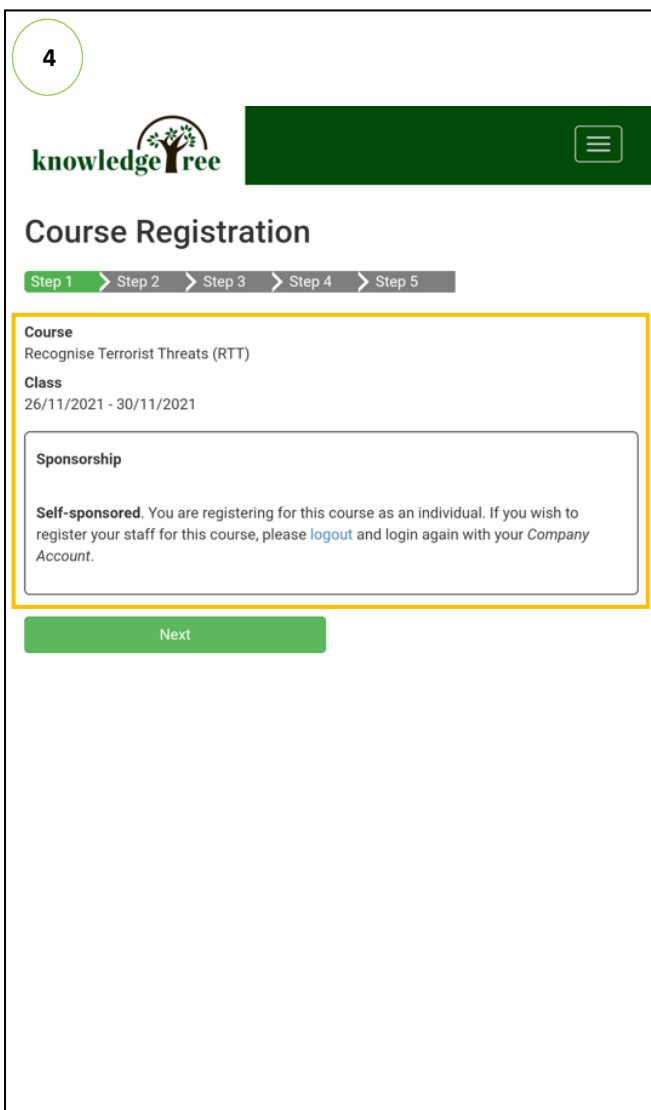
Click on **"Course Level"** or **"Course"** dropdown menu to search for your interested course

Select **"Register"** on your interested course

*Ensure the date and time caters to your availability



4



Verify if the course and dates are correct

Once confirmed, select **"Next"**



5

knowledge tree

Course Registration

Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Contact Person

Email/Username

ID No.
 NRIC

Salutation
 Mr Ms Mrs Dr

Full Name

Telephone

Designation [optional]

Date of Birth

Nationality/Origin

Gender
 Male Female

Fill in all the required fields

*Note that **Designation** field is optional



knowledge tree

Education

Education

Fees
 Please [click here](#) to see the course fees for this course. The fees reflected are an estimate, pending confirmation of subsidies or grants that you may be eligible to receive. You will receive a payment advice upon class confirmation.

Sessions to Attend
 26/11/2021 - Session 2
 29/11/2021 - Session 7
 29/11/2021 - Session 8
 30/11/2021 - Assessment
 30/11/2021 - Session 9

Test Date
 30/11/2021

Supporting Documents

We require the following document(s) to process your registration:

NRIC/Work Permit/Passport/Other ID

WTS Supporting Document

Don't have these documents on hand now? Just submit your registration first and bring down the documents to our office later.

Previous
 Next

Ensure to include **Education** level field

To view Course Fees, you may click on the link shared. Otherwise, you may view the class sessions and test date


Optional: You may upload any supporting document if you wish to.

Otherwise, kindly bring your NRIC on the first day of class for verification

Select **"Next"** to continue



6



knowledge tree

Course Registration

Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Mailing Address

Search by postal code

Address Line 2 [optional]


Country/Territory



Fill in your **Mailing Address, Country** and select **"Next"**



7



knowledge tree

Course Registration

Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Other questions

Where did you hear about this course?

Select



Select the options provided by clicking the dropdown button and select **"Next"**



Course Registration

Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Confirmation

Please check all details are correct. If not, click the 'Previous' button to edit the fields.

Please note that once submitted, no further changes can be made to invoices.

KnowledgeTree Training Centre reserves the right to make changes to the Registration.

Course

Recognise Terrorist Threats (RTT)
(26/11/2021 - 30/11/2021)

Sponsorship

Self-sponsored

Contact Person

Designation

Email

Telephone

Address

Other questions

How did you find out about this course?

Ensure that all your details and course selection are accurate before submitting course registration



Personal Data Protection

I consent to the collection, use and disclosure of my personal data by KnowledgeTree for the purposes set out in its Data Protection Notice.

I wish to receive information about courses, events, programmes and promotions offered by KnowledgeTree via email, postal mail, SMS or telephone calls.

Terms and Conditions

- KnowledgeTree reserves the right to change the course schedule and assessment dates according to availability of assessors.
- Candidates are to be **punctual** and **report at the centre no later than 1 hour from the above stated timing on the first day of the course**. Otherwise, candidates will not be allowed into the classroom.
- Candidates are required to **attend the full training duration** for each module before being allowed to sit for the assessment.
- Singapore Citizens and PRs applying for SSG training grants must attend a **minimum of 75% of training hours to be eligible for funding**.
- Singapore Citizens and PRs are required to obtain a **"Competent"** for assessment in order to receive training grant. **Failing to obtain a competent result, candidates have to pay the reassessment fee to retake the assessment within 30 days from the assessment date**. Otherwise, candidates are required to pay the **balance of the full course fee if they choose to withdraw** from the course.
- If candidates **fall sick on assessment day, MCs must be submitted within 3 working days** after the assessment date stating the candidate was sick on the assessment day.
- KnowledgeTree reserves the right to recover the difference if you have paid the lower course fee.
- Request for course fee refunds has to be made **at least 3 working days before the course start date**. Otherwise it will be subjected to approval on a case-by-case basis.
 - Course fees are non-refundable once your attendance is confirmed.
 - For other administrative enquiries, you may refer to our FAQ here: <https://www.ktree.com.sg/FAQ>.
 - For our privacy policy, please refer to: <https://www.ktree.com.sg/pdpa-policy>.

Full payment is to be made upon course registration.

We reserve the right of cancellation. A full refund will be given to registrants if the course is cancelled by us. We reserve the right to make changes to the programme.

I agree with the above Terms & Conditions.

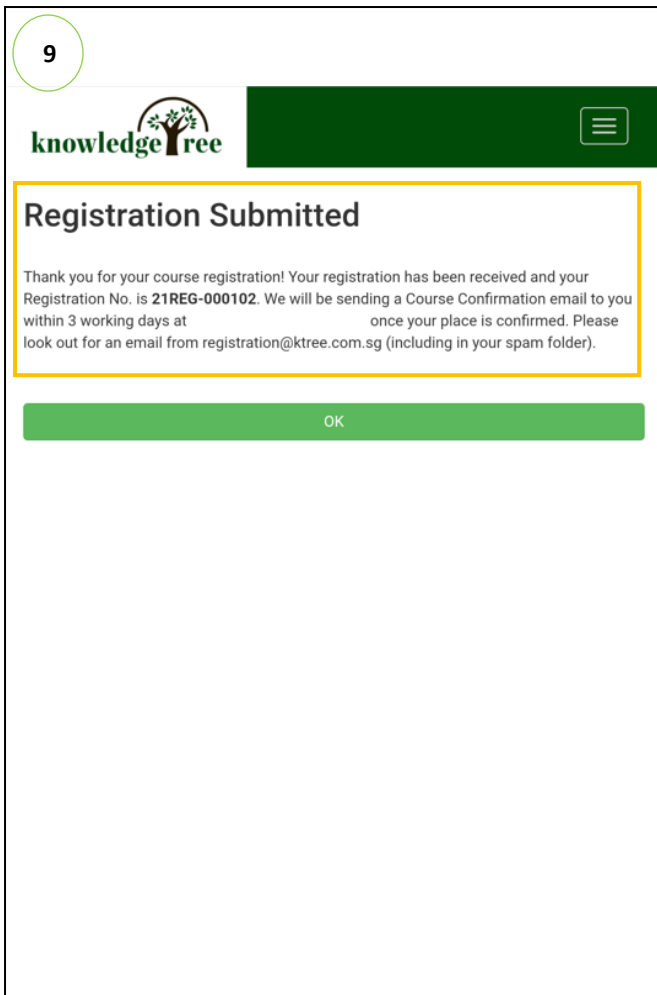
Previous

Submit Registration

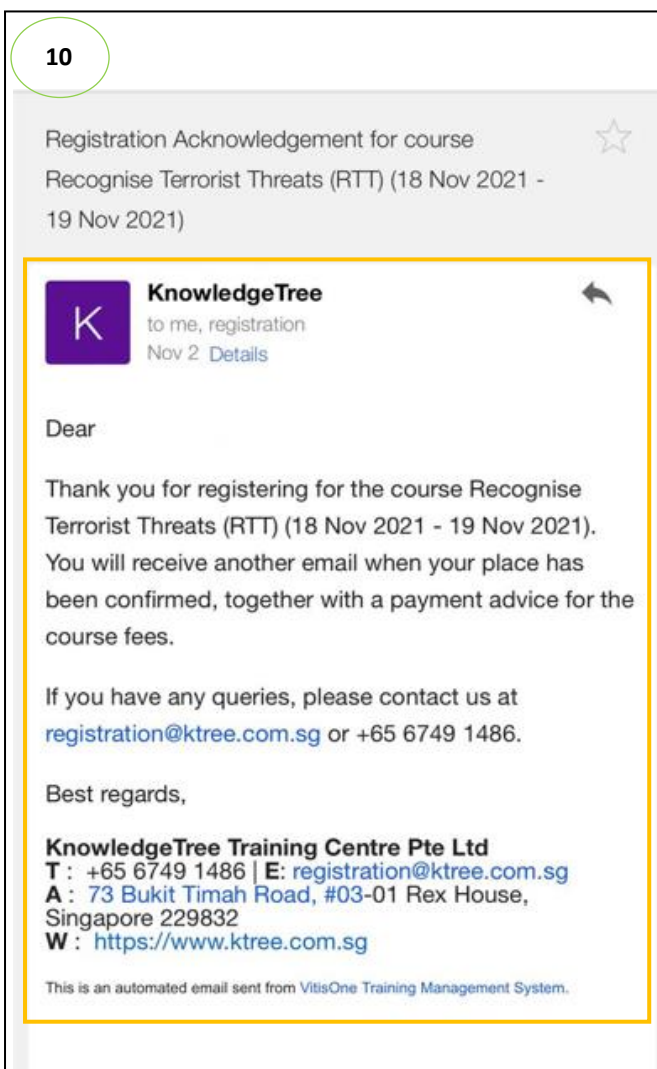
Kindly read the **Terms & Conditions** and select checkbox for your acknowledgement

Select **"Submit Registration"**





Booking system will acknowledge registration submission and issue Registration No.



You will receive an **Acknowledgement email** upon course registration

*Kindly note that you will receive a **Confirmation email** once your place is confirmed

If you do not receive any confirmation email within 3 working days, feel free to reach out to us at **+65 6749 1486** or drop us a Whatsapp at **+65 9867 5187**

