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**GRADUATE TRAINING FOR EMPLOYMENT SCHEME (GTES)**

*Application Form for Refund of Training Costs*

1. **IDENTIFICATION**

Name of Training Provider : ………………………………………………………………………………………….

Address : ………………………………………………………………………………………….

Tel: …………………………….….. Fax: …………………………………. Email: …………………………………………

Business Registration Number: ………………………………………………………………………………………...

Contract Ref: ………………………………………………………………………..…………………………………………..

1. **DETAILS OF PAYMENT**

|  |  |  |
| --- | --- | --- |
| **Structure of Payment** | **Duration of course and placement** | |
| **3 – 6 months** | **6 – 12 months** |
| 1st Payment | **50%** of total course fees will be effected at the mid of the programme  *(Refer to Part II ‘Cost structure/cost breakdown sheet’ of the Joint Application form for Training Provider and Employer)* | **50%** of the total course fees will be effected at the mid of the programme |
| Final Payment | **50%** of the total course fees will be effected after completion of the course inclusive of any final assessments | **50%** of the total course fees will be effected after completion of the course inclusive of any final assessments |

1. **BANK DETAILS**

Bank Name : ….…………………………………………………….………………….

Account Name : ….…………………………………………………….………………….

1. Account Number : ….…………………………………………………….………………….**DETAILS OF TRAINEES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name of Employer** | **Surname** | **First Name/s** | **ID** |
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(Please attach additional copies if necessary)

1. **DECLARATION**

We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact. We understand that if we obtain the refund by false or misleading statements, the HRDC may, at its discretion,

1. Withdraw the grant and recover immediately from us any amount of the refund that may have been disbursed and
2. Take any other action deemed necessary.

We further declare that we have not claimed any refund from any other sources in respect of the above.

………………..…………………..……………… ………………………………………

*Signature and Company seal Designation*

………………………………………………………… ……………/……………/……………

*Name Date*

1. **DOCUMENTS TO BE SUBMITTED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **1st Payment** | **2nd Payment** | **3rd Payment** |
| 1. Invoice | ✓ | ✓ | ✓ |
| 1. Attendance Sheet | ✓ | ✓ | ✓ |
| 1. Structured Work placement Report | ✓ (as at date) | ✓ (as at date) | ✓ (as at date) |
| 1. Copy of Certificate/ Attestation |  |  | ✓ |
| 1. Letter of offer |  |  | ✓ |

*Note: All sections of the application must be completed and it is compulsory to submit all the above documents or else your application cannot be processed.*

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| --- |
| **For official Use only**  Amount to be refunded by HRDC: .........................................................................................  Processed by : ..............................................................Date ................................................  Verified by : ..............................................................Date................................................ |