Free-of-Charge Training for the Unemployed

** Notice to the Applicant **

1. Free-of-Charge Training for the Unemployed is only applicable to courses designated by the Macau Productivity & Technology Transfer Center (CPTTM). Each designated course can accept up to 3 free-of-charge unemployed students; enrollment application is processed under the normal procedure and accepted on a first-come-first-served basis. The applicant still has to pay the miscellaneous fees (e.g. textbook etc) and public exam fees (unless otherwise stated).

2. You must be an unemployed who has registered at DSAL (Labour Affairs Bureau of the Macao SAR Government) for job-seeking, and not a full-time student. You should not have rejected any appropriate job referral by DSAL within the last 15 days. If your job-seeking registration has expired, please renew your registration first.

3. You must meet the pre-requisites of the course.

4. You cannot repeatedly apply in a course that you have successfully completed.

5. Enrollment deadline is 2 weeks prior to the start date of the course.

6. Provided that there is no conflict in the course schedules, you can enroll up to two designated courses per month (based on start dates of the courses).

7. At the time of application, you need to read and sign a "Declaration (provided by CPTTM)", and submit it together with the course enrollment form, a copy of your Macao identity card and other documents required for enrollment.

8. Under normal circumstances, once the above documents have been submitted, CPTTM will inform you (via telephone) whether your enrollment has been accepted or not within 7 working days.

9. You must abide by the sponsorship rules astated in the "Declaration", if not, you cannot obtain the course certificate and cannot continue to apply for free-of-charge enrollment in CPTTM courses as an unemployed.

10.CPTTM reserves the final decision to accept or reject an application to enroll.

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~ Declaration ~

To Macau Productivity & Technology Transfer Center (CPTTM)

I , _____, holder of Macao BIR No. _____, would like to enroll in a CPTTM course. I declare that:

1. I am presently an unemployed, and not a full time student, and I am not engaging in any remunerated work;

2. If I become employed <u>prior to the course commences</u>, I must immediately inform CPTTM whether I will continue or cancel my enrollment; if I choose to continue, I will have to pay the course fee;

3. If I become employed <u>after the course commences</u>, I must immediately provide CPTTM with an employer verification (stating my start date of work); by doing so, I will remain sponsored, otherwise, I have to pay the course fee in full before I can continue to study and obtain the course certificate.

I understand that my sponsorship will be terminated and I have to pay the course fee in full under any one of the following situations (not applicable if condition No.3 stated above is complied with) otherwise I will not be issued any certificate and cannot apply for free-of-charge enrollment at CPTTM as an unemployed:

• My course attendance falls below 80%;

• If I were found to have engaged in any remunerated work during the period of enrollment application to the end of the course.

If not, I cannot obtain the course certificate and enroll in any other CPTTM course.

I know that CPTTM will verify my job-seeking and employment status with the Labour Affairs Bureau and the Social Security Fund respectively.

I declare upon my honour that the information provided above is true and I agree to abide with the above conditions. I clearly understand that if I make any false declaration, I can be subject to legal proceedings.

Applicant's signature   (same as Macao BIR)   _____

Date: _____

For CPTTM Use

Course Code: _____   Start Date: _____

FSS Check: Last Contribution Year _____   Month _____   Handled by: _____

TR/020.1 (DSAL)   ☐Sent _____ ☐ Replied _____ Handled by: _____

☐Registration not over 15 days ☐Registration expired ☐ Have / Have not rejected job referral w/i last 15 days

<u>Previous Enrollment Record:</u>

☐Fulfilled / Not fulfilled 80% attendance (Course Code: _____)

☐Contribution not found / found during study (Course Code: _____)

Reviewer's comments for approval / reject: ☐Approve ☐Reject (Remark: _____)