

REGISTRATION FORM

Name of Event:		Person in Charge Train the Trainer (Blended Learning Approach)	
Date of Event:			
Name to be printed on certificate:			
Company:			
Address:			
Mobile:			
Landline:			
Date Of Birth		Gender:	
Email address:			

Registration fee	
Course Fee:	SAR 2500

Signature:	
Date:	

Please return by email: Customerservices@highfieldinternational.com

- Use a separate form for each registrant; duplicate form as needed.
- Payment must be made in advance. Registrations will not be confirmed until full payment is received.
- Name mentioned above will be printed on the certificate. Replacement certificate will incur a charge of SAR100 per certificate.

**Please see Terms and Conditions attached to the Flyers*

Terms and Conditions for Highfield Awarding Body for Compliance MEA Instructor Programme and Events

Registration Conditions

The Terms and Conditions apply from the date a registration form is received, confirmation will be sent as soon as possible after this. The registration form must be signed, dated and returned before the booking can be processed. By signing the registration form, you agree to follow these terms and conditions.

Once the registration form is returned, the concerned person/company will be liable for payment for the agreed booking, in line with the Cancellation Policy*.

Course fees are required prior to the date of the course. Results and certificates will not be sent until all payments have been received.

If required, pre-course material will be sent as soon as payment or an official LPO is received, after a signed registration form has been returned.

***Cancellation Policy**

- More than 4 weeks, before the course start date, no charge will be made apart from incurred non-refundable costs (e.g. venue booking, pre-course work**)
- 2 – 4 weeks before the course start dates, 25% of the course fees plus incurred non- refundable costs.
- 1 – 2 weeks before the course start date, 50% of the course fees plus incurred non – refundable costs.
- Less than 1 week before the course start date, 100% of the course fees plus incurred non – refundable costs.
- Transfers of course date the discretion of HABC MEA. Incurred non – refundable costs are to be paid.

***If pre – course work is applicable.*