

Course Admission Form

Personal Particulars & Contact Information:

Name of the applicant as per passport:

Mr./Ms./Mrs. _____

Date of Birth (DD/MM/YY)		Emirates ID No.	
Telephone		Mobile	
Email			

Course Details:

Intended Training Category :			
Company Name			
Name/ Title of the Contact Person Responsible for Training issues			
Telephone		Fax	
Email			

For ATC Use Only

Course Duration :		ATC Reference Number	
Date of Joining			
Date of Completion			
Documents Received	<input type="checkbox"/> 1 Photo <input type="checkbox"/> Emirates ID <input type="checkbox"/> Passport/Visa Copy		
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature	
Approved By			

Terms & Conditions:

1. Please note that on any given course day, if you arrive after the class start time, you "MAY" not be accepted into the class.
2. It is mandatory for all Staff to have a photo identification (e.g. Passport copy, driving license etc.) that will be validated along with your course invitation by our security personnel. Failure to produce these documents could result in you being denied access to the college and your course.
3. If you have been issued with pre-course work, please bring this with you. Also bring a calculator, pen and pencil or any other stationery depending on your course requirements.

Refund Policy:

It is appreciated that occasionally there will be circumstances preventing participants from attending our courses. In such circumstances the following scale of refunds will apply:

1. Notification 4 weeks or more prior to course commencement date: Full Refund less AED 200/- administration charges.
2. Between 4 to 2 weeks: Refund 50 %
3. Less than 2 weeks: No Refund

Declaration:

- **The Statements and information furnished by the undersigned in this application form are true and complete**
- **I am aware that the false information will result in disqualification and punishment as per UAE law.**

Applicant's Signature		Date
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Approving Person/Designation Signature		Company Seal
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