

Registration Form

Course Title: _____

Days and Time: _____

Section A: Personal Information

Name: _____

Gender: Male Female

Age: _____ Date of Birth: ____/____/____

National Registration Number: _____ -- _____

Telephone: _____ Cell: _____

Email: _____

Section B: Company Information

Company Name: _____

Position/Title: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Section C: How did you hear about us?

- Email
- Website
- Social Media
- Word of Mouth

Other (specify) _____

Section D:

Highest Educational Achievements:

- CXC/O-Level
- Associate Degree
- Undergraduate Degree
- Postgraduate Degree
- Technical/Vocational (TVET)

Participant Profile:

Educational History and Professional Qualifications:

Section E: Work Experience

Job Title	General Responsibilities	Time Frame	
		From	To

Section F: Cost and Payment Method

STUDENT COSTS				
Total tuition cost	\$700 <i>(this cost covers tuition and assessment)</i>			
Payment plan	Deposit: (to secure space)	1 st installment February *	2 nd installment March*	3 rd installment April*
	\$100	\$200	\$200	\$200

**Monthly payments are due on or before the end of each month.*

Payment Method:

Sponsor/Employer/Individual

- Payment in full 3 monthly installments

If you are requesting your employer/sponsor to be billed for your tuition, please provide the information below accompanied by an authorization signature.

Contact Name: _____ Contact Number: _____

Email: _____

Signature: _____ Date: _____

Company Stamp:

Section G: Emergency Contact Information

Contact Name: Relationship:

Telephone: Cell: Work:

Do you suffer from any illnesses? If so, please state:

.....

By signing below, I certify that the information recorded on this application is correct. I agree to abide by the rules and regulations of the Barbados Employers' Confederation.

Please note that cancellations must be communicated no later than forty-eight (48) hours before the scheduled training, in order to qualify for a refund.

All bookings will be deemed as confirmed and billed, unless cancelled on or before the aforementioned period. REFUNDS will not be granted to no-shows.

FULL REFUND - Candidates will receive Full refunds of Course Fees and Registration fees if any of the follow circumstances occur:

- *Course being fully booked, OR*
- *Cancellation of the course*

PARTIAL REFUND- Candidates will be refunded the Course Fee less a \$50.00 Administrative Fee if withdrawal from the course is done within the stipulated time frame.

SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY		
Student ID Number Assigned		Insert Photo Here
Course Code		
Exemptions Given If Any:		