



Client Enrollment Form

Client Details		
Client Name		
Phone		
Email		
Company		
Position		
Course Details		
Course Name		
Date(s) of Course		
Time of Course		
Billing Information		
Attention		
Contact Phone		
Contact Email		
Bill to		
Address:		
VAT / TIN No.		
Tuition Fee		
Applicable Promotions		
Total Tuition Due		
Payment Policies		
<ul style="list-style-type: none">> Refunds will only be issued if a cancellation is received 15 days prior to the course.> Tuition fees must be paid in full in order to confirm the client's seat in the course.> Courses are taught in English unless otherwise stated. It is expected that participants are fluent in English.> Clients must arrive at least 10 minutes prior to the training room each day of training.> Lunch and refreshments will be provided for each full day of training.> Clients must wear appropriate business attire.> Clients must come ready to interact with their trainer and peers in the classroom through a variety of activities such as: discussions, simulation exercises, role plays, presentations, case studies, etc.> Clients must attend and participate throughout the entire program to be awarded the certificate of completion.		
Acknowledgement		
I understand the details of the course(s) and the policies listed above:		
Signature	Date	Client ID# <i>(for office use only)</i>