

## Course Registration Form

Our Admission Terms and Conditions is available in our website, and by signing this form, you confirm that you have read and understood the RISC's Admission Terms and Conditions.

Please send this registration form together with a clear scanned copy of your valid Emirates ID or passport to [customerservice@riscinstitute.com](mailto:customerservice@riscinstitute.com)

### WOULD YOU LIKE TO RUN THIS COURSE IN-HOUSE?

We can offer customized training solutions for your company!

Please contact us for more details: [customerservice@riscinstitute.com](mailto:customerservice@riscinstitute.com) | +971 (0) 4 361 6431 / 30

### PERSONAL DETAILS

**Title** (MR, MRS, MS, MISS, DR, others.):

**First Name:**

**Last Name:**

THE ABOVE FULL NAME WILL BE PRINTED ON THE CERTIFICATE

**Date of Birth** (DD/MM/YYYY):

**Nationality:**

**Emirates ID or Passport ID Number:**

**Home or Work Address:**

**P.O. Box:**

**Country:**

**Contact Number:**

Please provide contact details where you **can easily be contacted** as they will be used for course announcements.

**Email Address:**

**Current Employer:**

**Position in the Company:**

### COURSE OR STUDY PROGRAMME DETAILS

How did you come to know about the programme?  
(If through a RISC staff, please indicate name)

**PROGRAMME NAME** (For example, Cert CII, Dip CII)

**COURSE/S APPLIED FOR** (For example, W01, WUE, WCE)

**START DATE**

### PAYMENT DETAILS

**FULL PAYMENT**

**INSTALLMENT PAYMENT**  
**POSTDATED CHEQUES ARE REQUIRED.**

YOUR INVOICE AND INSTRUCTIONS FOR PAYMENT WILL BE SENT TO YOU BY EMAIL UPON SUBMISSION OF THIS FORM.

## CANCELLATION AND CHANGES POLICY

### CONFIRMATION OF ENROLLMENT

- An enrollee will **not** be confirmed on the course or training programme until **ALL** course requirements are met and payment is received.

### CANCELLATION OF A PARTICIPANT

- For any cancellation by the participant made **seven (7) or more working days** before the start date of the course, a full refund less an administrative charge of AED 250 shall be allowed. This **must be made in writing** preferably via email to [customerservice@riscinstitute.com](mailto:customerservice@riscinstitute.com).
- If this request is made **less than seven (7) working days**, no refund for cancellation will be allowed unless due to termination of employment by the enrollee's employer and residency in the UAE is cancelled.

### CHANGES IN TRAINER/S OR CLASS SCHEDULE

- RISC Institute reserves the right to change trainers or modify the course content without prior notice, or in the case of *force majeure*, which shall include unavoidable non-availability of the trainer/s, reschedule or cancel the course.
- In the event that a course is rescheduled for any reason, *excluding force majeure*, and will therefore start more than one week earlier or later than the original confirmed dates, RISC Institute shall give at least two weeks' notice to the participant by email. If less than two weeks' notice is given, the participant has the option to cancel the registration and receive a full refund.
- A refund **shall not apply** if the rescheduling is in respect of a class or part of, or segment, or exam of a course.
- A full refund will be made if the course is cancelled by RISC Institute for any reason whatsoever.
- RISC Institute **shall not be liable** for any indemnification to the trainee for any costs or expenses incurred as a result of rescheduling or cancellation.

### REPLACEMENT OF A PARTICIPANT

- Replacement of participant(s) is allowed free of charge, **unless** there is insufficient time for any mandatory pre-course work to be completed. Changes of participants **must** be notified in advance to allow administrative adjustments.

## INSTALLMENTS AND PAYMENTS POLICY

- If payment is being effected by installments, all installments must be honored irrespective of any abandonment of the course or exams.
- I acknowledge that returned cheque fees, if applicable, be paid as AED 300 in addition to the actual fees.
- I understand that any late payments and/or cheques not honored may result in me being prevented from attending the course and/or related examinations.

## DECLARATION AND ACCEPTANCE

I have read and agreed to the admission policies mentioned above.

<b>Signature:</b>	
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**Date:**

### FOR OFFICIAL USE ONLY

ASSESSMENT REQUIRED:	YES	NO	RECEIVED DATE:	
COMMENTS:			INVOICE NUMBER:	
CANDIDATE:	ACCEPTED	DECLINED	RECEIPT NUMBER:	
SIGNATURE & DATE:			REGISTRATION NUMBER:	