



REGISTRATION

Enquiries

For your training enquiries, please send an email to: info@fctlworld.com Please note that we will prefer to receive your enquiries via email than calling us on the phone.

Customer Service

The underlisted documents will be forwarded to delegates at the time of application:

- Acceptance/Registration Letter
- Invoice
- Booking Form
- Joining Instructions
- Delegate's Transfer Form

Substitution

Delegates registered on any course can be substituted without risk of a penalty but this request must be made in writing.

Cancellation

Cancellation of attendance on a course can only be accepted if it is done four (4) weeks before the commencement of the course, if not, course fee will not be refunded.

Payment

Course Fees must be paid at least **3 weeks** prior to the commencement of the course. This must be transferred to our account in UK which will be stated on the Invoice that will be forwarded to you once we accept you on our course.

The Course Fee covers:

- Course registration
- Course material and handouts
- Industrial visit within the country where the course is taken place.
- Tea brake and lunch
- Course Certificate

Rights of FCTL

FCTL reserves the right to postpone or cancel any course at anytime and alternative date will be announced as soon as possible. Course Outlines could be amended without notice.

VAT

VAT is currently at the standard rate of 20% and is chargeable on all courses.

BOOKING FORM

Delegate' information to be completed in CAPITAL LETTERS and please check that **NAMES** as on International Passport are entered in this space.

Title: Mr/Mrs/Ms/Dr
Surname Forenames

Course Applied for:

Job Title:

Organisation:

Address:

Country:

Personal Telephone No(s):

Office Telephone No(s):

E-mail Address:

Name & Address of person to be notified in an emergency:

ACADEMIC RECORD

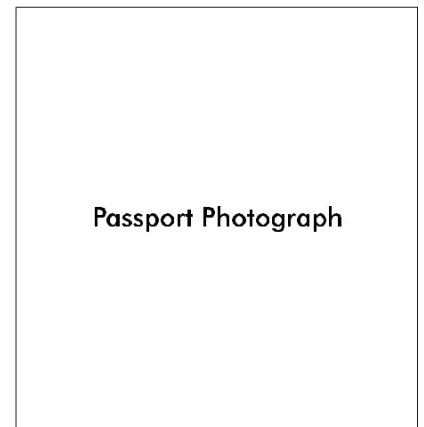
Educational	Institution	Location	Year Attended		Degree(s), Diploma(s) & Certificate(s) Obtained
			From	To	

EMPLOYMENT RECORD

	Length of Service	Brief description of duties, reflecting delegate's responsibility
Present Position		
Previous Position		

Areas of work interest you would like to see covered on this course, if possible

Please write down the name that you would like to appear on the Course Certificate issued at the end of the course:



- VAT is subject to the UK prevailing rate and may change