

# Registration and Further Information

## COURSE FEES

### ACI Diploma Training

- US\$ 3250 per delegate

Fees include all the tuition, full course documentation, lunches and refreshments for the duration of the program.

Incidental expenses: ASTC is NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.

Please note that ASTC reserves the right to refuse admission to the training if proof of payment has not been received prior to the start of the program.

An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start

## SAVE MONEY! DISCOUNTS AND PROMOTIONS

- ❑ Register one month in advance and receive up to 10% discount.
- ❑ Group of 3 or more delegates from the same organization receive a 10% discount

OR

Register 4 delegates from the same organization and the 5th delegate is FREE.

- ❑ Register before July 31<sup>st</sup> and be eligible for a raffle draw to WIN a RETURN AIR TICKET TO PARIS

## CANCELLATION POLICY

A full refund less on administration fee of US\$100 will be given for cancellation requests received up to 45 working days prior to the event. Cancellations must be made in writing (letter or fax) and reach this office before the 45 working day deadline.

Delegates who cancel less than 45 working days before the event, or who don't attend are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within the next 6 months of the initial application. Of course, a replacement is always welcome.

## DISCLAIMER

ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

## HOTEL BOOKING

If you require assistance with booking accommodation for one of our courses, please contact our staff on the following numbers:

Tel: **+971-4-2211141**, Fax **+971-4-2211848**

Or email us on: **info@astcdubai.com**

## REGISTRATION

### ACI Diploma Training

- ❑ October 23rd - 27th, 2011

In order to guarantee a place on the course, delegates are kindly requested to register at least 4 weeks in advance

- ❑ I would like information on holding this programme in-house

## PERSONAL DETAILS

Please print clearly or attach business card

Title (Mr./ Mrs./ Ms.) \_\_\_\_\_

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

I understand and accept the booking terms and conditions

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## METHOD OF PAYMENT

- ❑ 1. Please find enclosed a cheque for US\$ \_\_\_\_\_ made payable to Advanced Studies and Training Centre
- ❑ 2. Transfer: Commercial Bank of Dubai  
Branch: Mankhool Street  
Account Number: 1000125334  
Routing Number: 502320103  
Swift Code: CBD - UAE . AD
- ❑ 3. Please invoice my institution.  
An invoice will be sent up on receipt of registration form. Payment must be received prior to the course start. Please fill in sponsor details below.

## SPONSOR

We wish to register this delegate for the course indicated above. We undertake to pay for his/her fee and release him/her from all company responsibilities for the period of the program (Please print clearly)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1 Tel : +971 4 2211141

3 P. O. Box 6878, Dubai, UAE

5 E-mail: info@astcdubai.com

2 Fax : +971 4 2211848

4 URL: www.astcdubai.com

trainings@astcdubai.com

5 Easy ways to register and obtain further information