

Registration and Further Information

COURSE FEE

Finance for Non Finance Manager

- AED 3150 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 a 10% discount. (Not valid with any other offer)
- Group of 2 or more delegates from the same organization receive a 10% Discount

CANCELLATION POLICY

A full refund less on administration fee of USD 100 will be given for cancellation requests received up to 30 working days prior the event. Cancellations must be made in writing (letter or fax) and reach this office before the 30 working day deadline.

Delegates who cancel less than 30 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

- Finance for Non Finance Manager**
January 18 – 20, 2009

In order to guarantee a place on the course delegates are kindly requested to register at least 4 weeks prior to the course start.

- I would like information on holding this program 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 AED _____ 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 to the mentioned institution on receipt of registration form. Please fill out the sponsor's 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: _____