

# ADVANCED STUDIES AND TRAINING CENTRE

## REGISTRATION FORM

(June 2007)

CATEGORY	NAME OF TRAINING	DATES	PRICE
<input type="checkbox"/> Human Resource	Conducting Performance Appraisals	June 17 - 18	AED 2000
<input type="checkbox"/> Human Resource	Human Resource Skills for Non HR Personnel	June 19 – 21	AED 3900
<input type="checkbox"/> Skill Development	Effective Telephone Skills	June 23	AED 900
<input type="checkbox"/> Human Resource	Developing Job Descriptions and Evaluation Techniques	June 24 – 25	AED 2000

### PERSONAL DETAILS

Please print clearly or attach business card

Name: (Mr/Mrs/Ms) \_\_\_\_\_ Position: \_\_\_\_\_

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

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

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

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, Mankhool Branch

Account Number: 1000125334

Routing No: 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

### COURSE FEE

- 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.

### DISCOUNTS AND PROMOTIONS

- Register up to **30 days** prior to event and **get 15% Discount**. (Not valid with any other offer).
- Group Discounts Available (Subject to conditions)

### CANCELLATION POLICY

- In case a registration is cancelled by a delegate, a full refund will be given for cancellations up to 15 days prior to event less Administration Fees.
- Cancellations must be made in writing (letter or fax) and reach ASTC offices before the deadline
- No refunds will be given to cancellations received less than 10 working days before the event. However if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced 25% of that course fee. Please note that the next course must take place within 6 months of the initial application. Of course, a replacement is always welcome.
- In the event that the training is cancelled by ASTC, a full refund will be given to all delegates.
- ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

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