



# Training Programme Application Form

Title:.....  
Surname:.....First Name:.....  
Organisation:.....Job Title:.....  
Address:.....  
Country:.....

Course Selected: .....

Course Code:.....

Date Application submitted:.....

## **Funding Status:**

Please note that we can only hold a place for you once your funding is secured. Once we have issued the invoice, please note that you are subject to the terms of our cancellation policy, which are explained at the end of the form

### ***Please tick appropriately:***

- I am applying for this course independently, and will be paying for the fees personally
- My own organisation is covering the course fees (Please give full details below)
- Another organisation is covering the course fees (Please give full details below)

Details of organisation covering the costs of your attendance, to which invoice will be sent

Organisation:.....  
Contact Name:.....  
Address:.....  
Country:.....  
Tel No:..... Fax No:.....

**Meal request**

**Please list any special requirements that you may have (Ex Veg – Non Veg)**

**Additional Information**

The information given below helps us to respond to your training needs, so please do give as much detail as possible (using additional sheets if required).

**Please supply us with a short description of your organisation and of your role within it:**

**Previous experience in this area/field of the course you are applying:**

**Courses attended on this subject:**

**Referring to the course outline, please list 3 things you hope to gain from this course:**

- 1.
- 2.
- 3.

**How did you find out about the course?**

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## **Terms and Conditions**

1. Enrollment on a program, together with the payment of the required deposit creates a binding agreement to follow the programme and to pay the full fees.
2. All fees must be settled two weeks before the commencement date of the programme.
3. Failure to pay your fees due by the specified time will result in your enrollment being refused and consequent exclusion from the programme.
4. In the event of cancellation of registration for whatever reason, the following will apply:
  - Cancellation request must be made in writing directly to the programme officer of Global Board of Trade Ltd.
  - For cancellation requests which are received less than seven days before the commencement of the programme, the fees paid will not be refunded.
  - Where cancellation requests are made earlier than the seven days period referred above, 20% (administration fees) of the fees paid will be deducted.
5. Global Board of Trade Ltd reserves the right to cancel any program prior the Commencement date.
6. No application will be considered if the declaration, as per the aforesaid terms and conditions, is not signed by the applicant.

## **Declaration**

I hereby declare that the statements made by me are correct to the best of my knowledge and belief. I have read and understood the terms and conditions and I agreed to be bound by them.

I confirm that I have completed all relevant sections of this form.

Signature:

Name:

Date:

**Please send the completed application form to the Training Department**

**By Fax:** 464 7000

**By Post:** Global Board of Trade  
1<sup>ST</sup> Floor, Cybercity, Ebene, Mauritius

**Training Enquiries:** Tel: 404-0000