



Dear Client,

Thank you for choosing Professional Training and Development at The Emirates Academy of Hospitality Management.

Please complete this form in BLOCK LETTERS only. INCOMPLETE FORMS WILL BE RETURNED.

PDP course(s) chosen:	Dates:	Course fee (AED):
1. _____ / _____ / _____		
2. _____ / _____ / _____		
3. _____ / _____ / _____		

Full name (as you would like to appear on your certificate – if applicable):

Mr / Mrs / Ms _____

Occupation / Job title _____ Contact telephone _____

Contact e-mail _____

Address _____

We will use the above personal details for all correspondence.

Payment Details

I would like to attend the Professional Development Programme.

Credit Card Cash / Cheque

Invoice to:

Self Company

Bank transfer

Payment by Credit Card

I enclose payment of AED / USD / EURO / GBP _____

Master Card Visa Card American Express Other major credit card _____

Card No _____ Security code (the last 3 digits of the number on the back of the card) _____

Expiry date _____

I hereby authorise The Emirates Academy of Hospitality Management to deduct the above amount from my credit card.

Cardholder's name _____ Cardholder's signature _____
(as it appears on the card)

Payment by Cash / Cheque

I enclose the full course fee of AED / USD / EURO / GBP _____ by cash / cheque

(Cheques should be made payable to The Emirates Academy of Hospitality Management. Please allow 10 working days for clearance.)

Payment by Bank Transfer

Bank transfer direct to The Emirates Academy of Hospitality Management. Please instruct your bank to transfer the correct fee to our bank as per the following details:

Bank: Emirates Bank International, PO Box 2923, Dubai
Account Name: Emirates Academy of Hospitality Management
Account Number: 0022-404555-001
Swift Code: EBILAEAD

Please make sure that the transfer instructions include your name, course name and the commencement date so that the amount will be properly applied.

Request for Company Invoice:

If you wish us to invoice your company please complete the details below. (Please read the *terms & conditions*) The request MUST be signed by the manager who may authorize payment on behalf of your company.

Company Information (if sponsored by the company):

Company name: _____

Website: _____

Company address / P.O.Box: _____

Human Resources Department Approval:

Manager: _____ Signature: _____

Contact Telephone: _____ (Indicate area code in brackets)

Contact e-mail: _____

Accounts Department Information (This section MUST be completed):

Contact person: _____ Contact Telephone: _____
(Indicate area code in brackets)

Fax: _____ Contact e-mail: _____
(Indicate area code in brackets)

- Please use a separate form for each applicant.
- Please refer to the terms & conditions of the registration before registering.

Terms & conditions of registration

Booking Policy:

1. Bookings cannot be confirmed until payment and a completed application form is received. Fees paid are non-refundable (refer to terms & conditions of transfer/cancellation policy).
2. Bookings reserved for delegates outside the United Arab Emirates must be accompanied by credit card details (with authorization to charge) /Bank transfer (refer to bank transfer details overleaf)
3. Course fees include instruction materials, notepads, articles, pen/pencils. Accommodation, transportation and refreshments are not included in the "Course Fees".
4. If the delegates request that EAHM invoice his/her organisation then the invoice request must be signed by a Manager who is authorized to release payment on behalf of the organisation.
5. For courses which take place over two or more days, EAHM can arrange accommodation for the delegates, subject to availability. Accommodation charges are on room only basis; Food & Beverage and any extras will be charged to the delegate (payable by cash only).

Transfer Policy:

There will be no additional charge if an alternate/substitute person wishes to replace the original delegate. Please inform us in writing of any changes to the original booking. However if a delegate fails to attend the course, the fee remains payable.

Cancellation Policy: All cancellations must be confirmed in writing to EAHM.

- 14 or more working days* prior to the start date, 100% of the course fees will be refunded.
- 8-14 working days* prior to the start date, 50% of the course fee will be refunded.
- 7 working days* or less/before the start of the course, no refund.

Please note that in the United Arab Emirates working days are from Sunday to Thursday

Amendment Policy:

1. EAHM reserves the right to change the published prices of any course programmes or materials or any course contents without prior notice.
2. EAHM reserves the right to cancel/postpone a course at any time without liability. In this case, delegates will be offered an alternative date or a full refund of the course fees.
3. EAHM reserves the right to change the venue or the course facilitator at any time, if needed.

Intellectual Copyright: EAHM has the sole copyright to all course materials.

Declaration

I certify that I have read and agree to the terms and conditions set out on this form

Name _____ Signature _____ Date _____