

Dear Client,

Thank you for your interest in our Professional Development Programmes (PDPs). To register, please complete the following details. We endeavor to provide you with a confirmation within 24 hours. Feel free to call +971 4 315 5036 or email: training@emiratesacademy.edu to enquire on the status.

PDP courses chosen:	Dates:	Course fee:
1. _____	/ _____ /	_____
2. _____	/ _____ /	_____
3. _____	/ _____ /	_____

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

Mr / Mrs / Ms _____ Religion (optional) _____
 Date of Birth _____ Contact telephone _____
 Occupation / Job title _____
 Contact e-mail _____
 Company _____ Address _____

We will use the above personal details for all correspondence.

Payment Details

Invoice to:

Self Company

Credit Card Cash / Cheque Bank transfer

Payment by Credit Card

Total Amount To Be Charged (indicate currency) _____

Master Card Visa Card American Express Other major credit card _____

Card No: _____ Security code (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 directly to The Emirates Academy of Hospitality Management. Please instruct your bank to transfer the fees to our bank as per the following details:

Bank: Emirates NBD, PO Box 2923, Dubai
 Account Name: Emirates Academy of Hospitality Management
 Account Number: 1011055888801
 Swift Code: EBILAEAD
 IBAN: AE35 0260 0010 1105 5888 801

Please make sure that the transfer instructions include your name, course name and the commencement date so that the amount can 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: _____

SBU/SSU Learning & Development Department Approval:

Manager: _____ Signature: _____

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

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:

- **Bookings cannot be confirmed until payment and a completed application form is received.** Once courses have started fees paid are non-refundable, but candidates can defer their program to another schedule at no additional cost for the remaining sessions if is in within 12 months of the original course date.
- 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).
- Course fees include WSET instruction materials, notepads, articles, pen/pencils. Accommodation and transportation are not included in the "Course Fees".
- If the delegates request that EAHM invoice his/her organization, then the invoice request must be signed by a Manager who is authorized to release payment on behalf of the organization.
- 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.

Amendment Policy:

- EAHM reserves the right to change the published prices of any course programs or materials or any course contents without prior notice.
- 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.
- **Special (Exam) Conditions: Candidates requiring special examination conditions because of dyslexia or other medical reason must submit their request before the start of the course. Such requests must be supported by a doctor's certificate or similar document.**

Declaration I certify that I have read and agree to the terms and conditions set out in this registration form

Name _____ Signature _____ Date _____