COURSE REGISTRATION FORM

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| Office (Training) Address:  2b Bamidele Eletu Avenue,  Lekki Expressway, Lagos, Nigeria. | Email: [training@acquillas.com](mailto:training@acquillas.com)  Website: [www.acquillas.com](http://www.acquillas.com)  Tel: +234-8142 42 1706 |

**ACCOUNT DETAILS**

**Naira Account:** Zenith BankPlc – 1017357172 – Acquillas Safety

**Account Number Dollar (USD): Zenith Bank -** 5074622064 – Acquillas Safety Solutions

**Note:**

1. **P**lease crosscheck seat availability via mail, confirm course fee before payment. Ensure you submit your registration form before payment, collect your receipt from our office/Email after payment else no admission into class.
2. Registration/payment ends 10days (workdays) to course start date except approved in writing by Acquilla’s management.
3. Ensure your **name is filled as you will need in your certificate** as Acquilla will not be liable for name errors, cost applies for name corrections after certificate issuance.
4. Please state course and preferred location paid for when doing internet banking payment/ transfer.

***To book for the course(s), provide the following information and read the terms and conditions below;***

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| **Individual Sponsorship**  **Please use CAPITAL LETTERS**  **(Return completely filled form to Acquilla before payment)** |  | **Employer/Company Sponsored**  **(Company Info If Sponsored by Employer/Company)** |
|  |  | ***(IF DIFFERENT AS PERSONAL INFO)*** |
| **Full Name as shown on ID Card:** |  | **Company Name:** |
| **Your Home Address:** |  | **Contact Person Name:** |
| **What course are you applying for?** |  | **Company Address:** |
| **Preferred Payment Mode:** |  | **Course Applied for:** |
| **Date of birth:** |  | **Company Contact Person’s Email:** |
| **Gender:** |  | **Company Contact Person’s Telephone No:** |
| **Your Phone No:** |  | **Preferred Training Location/Month:** |
| **Your Email Address:** |  | **Preferred Course Mode (E-learning, Virtual Live, Physical Class):** |
| **Preferred Course Date/Month/Year:** |  | **Number of Delegates booked:** |
| **Country of Origin:** |  | **Preferred Training Location/Month:** |
| **Preferred Course Mode (E-learning, Virtual Live, Physical Class):**  **Person to contact in case of Emergency:** |  | **Do you have any other information/Enquiry?** |
| **\*Includes training materials and classes, practical where applicable &**  **daily lunch and certificate (Subject to review)** |

**REFUND, POSTPONEMENT AND CANCELLATION POLICY:**

By completing your registration for a course and making a payment of full or installment fee, you agree to the following Terms and Conditions:

1. **Physical Classroom Course-In house course-cancellation,** you have the right to cancel your booking at any time at the following terms:

* Any Classroom course canceled after registration – admin fee of 25% of the course price applies (which will not be refunded), remaining deposit will be refunded. You need to request the course cancellation 5 working days before the course starting date.
* You are not eligible for any refund if you made a request for course cancellation less than 5 working days before the course starting date.
* Acquilla reserves the right to cancel a course if the number of delegates has not reached the minimum required to run the course effectively, a refund is only applicable in the situation where you made a booking for a minimum of Five (5) registrants.
* We also reserve the right to cancel in the event of an unforeseen circumstance which disables a safe training environment. In the event of a cancellation, we will either arrange for an alternative course date or offer a full refund of the fee paid.

1. **Online Courses and Distance Learning Option cancellation;**

* Under this refund policy, you may cancel your purchase of the course within the period of Three (3) calendar days (cancellation period) from the date on which the contract of purchase is concluded only in writing via our email address training@acquillas.com.
* Please note that, the right to cancel will not apply, after we issued your login details for online study platform/Course materials before receiving your cancellation request to us.
* If course/exam/materials/login details have not been sent to you via the email address you provided us with, if you choose to cancel within this period, you will receive a refund of the price within 30 days if you are eligible for refunds.
* Remember we cannot If we posted any study material to you, returning them to us before will not change a purchase.
* Please allow up to 2-3 working days to receive your course materials/online training/exam details (Login details).
* Once a course has been redeemed, we cannot grant a refund. All refund requests can be sent to [training@acquillas.com](mailto:training@acquillas.com) .

1. **Course Postpone - Classroom Courses (In house courses) by client;**

* If you need to postpone your course, you need to make a request at least three (3) working days before the course starting date and it does not cost you.
* You are not able to make a request for course postpone less than 5 working days before the course starting date.

1. **General Course/Exam Postpone - by Acquilla;**

* Acquilla may encounter reasons to make changes to a training arrangement, these changes may not be limited to changes in the content, date(s), location or venue, or special features of the planned event.
* Also acts of terrorism, war, extreme weather conditions, compliance with government requests, orders and legal requirements, bank network failure, IT failure, logistics, failure of third-party organizations to make timely delivery, and failure to register the minimum target number of attendees for a given training/event as determine by the accreditation body can lead to postponement or delay in delivering on set times.
* As a result of the above, Acquilla reserves the right to change the content, date(s), location or venue and/or special features of an event, to merge the course with another course, or to postpone it or cancel it entirely as appropriate under the circumstances. Client agrees that Acquilla shall not be liable for any cost, damage or expense which may be incurred by client as a consequence of the event being so changed, merged, postponed or canceled and client agrees to hold Acquilla harmless and to indemnify Acquilla in case of liability caused by any such changes, mergers, postponements or cancellations as long as client have been notified of changes in writing.
* When such happens and client decides not to accept new dates, only the 90% fees paid by client will be returned by Acquilla to the client whilst Acquilla bears the bank charges/other administrative cost as a result of such changes.
* Every delegate may be subjected to retake the exam if a case of malpractice is communicated or suspected by the accreditation body, this can also cause a delay in the training process.
* Every delegate may be subjected to retaking the exam if a natural disaster, acts of terrorism/wars beyond our control affect the training/exam process, this can also cause a delay in the training/award process.
* No refund will be applicable if the training/exam has been attended by the client, where there is a delay in exam notification or certificate issuance by the accreditation body or logistics challenges but the client will have to wait till the release of same without claiming any damages; if the delegate cannot wait then they may pay Acquilla an extra cost to process n express service. Such fees will be determined at Acquilla’s discretion as a variation to the initial contract.

1. **Total Cancellation of the course by Acquilla;**

* In very rare cases, Acquilla may be forced to cancel a course/exam due to operational/business uncertainties/Accreditation body course requirement/Suspension/Legal issues, should this happen Acquilla shall first inform you via an email notification within one/two weeks before the course date.
* Acquilla may offer the client a full credit up to the amount actually paid by the client to Acquilla. This credit note shall be valid for up to one year from the issue date of the invoice to attend the same/any Acquilla-sponsored course/events.
* If the client rejects a credit note to attend Acquilla the courses/events, then Acquilla shall offer a refund of 100% course/event amount to the affected client.

1. **Refund Procedure;**

* Any refund may take up to 30 days or less to process due to internal processes, partners/accreditation body policy and bank procedures.
* Refunds will be made only in the USD/Naira currency depending on which one the client credited Acquilla with.
* All bank/other charges that apply to payment made by the client to Acquilla shall be the responsibility of the client.
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1. **Client’s identification information;**

* By booking a course with Acquilla, the client accepts these terms and conditions and the client gives full right to Acquilla to share the client’s identification information such as, but not limited to, client’s name, address, email addresses, phone numbers and names of representatives with our trainers, partners, Accreditation body and other attendees who participated on the same course/event solely for the purpose of communication regarding the training.
* We will not sell or share your contact details outside our business.

1. **Governing law;**

* Our training business shall be governed and be construed in accordance with the laws of the Federal Republic of Nigeria (in Lagos except as determined by the accreditation body for the course for accredited courses).
* Any disputes arising out of this contract shall be subject to Acquilla’s conflict resolution policy first, if unresolved after applying the conflict resolutions policy, procedure/appeal policy, then the matter may be communicated to the partner/accreditation body by Acquilla for a resolution.
* Disputes that cannot be resolved through the above policy shall be brought before the courts of the Federal Republic of Nigeria situated in the city of Lagos in the Federal Republic of Nigeria.
* At its sole discretion, Acquilla may elect to bring any dispute arising under this contract to the jurisdiction of the courts in which the client’s offices are located.