

REGISTRATION FORM – TECHNICAL PROGRAMMES

Course Title:
Course Date(s):

For SELF-SPONSORED APPLICATION ONLY, please complete the section below:

Name of Participant (Mr/Ms/Mdm)					
Address		Tel		Mobile No/ Email	

Name of Present Employer:	
I declare the above information given is true to the best of my knowledge and belief and that I have read and accept all the rules and regulations stated herein.	
Date of Registration	Signature of Participant

For COMPANY-SPONSORED APPLICATION ONLY, please complete the section below:

No	Name of Participants (Mr/Ms/Mdm)	Designation	Contact No	Email Address
1				
2				
3				
4				

Company Name :
Mailing Address:
Contact Person (Mr/Ms/Mdm):
Designation:
Contact No Office:
Email:

We confirm our sponsorship of the above-named participant(s) for the course applied . We have read and accept all the rules and regulations stated herein.	MODE OF PAYMENT (Please _ one) - Refer to below for Payment Instructions <input type="checkbox"/> Bank Cheque (No:) <input type="checkbox"/> Inter-Bank Transfer <input type="checkbox"/> ATM Fund Transfer / Cash Deposit
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Please mail or fax your registration form to :

KENYA ACCREDITATION SERVICE
P. O. BOX 47400
00100
TEL: 0787 395 679
0725 227 640

PAYMENT INSTRUCTIONS

_ Payment by **CHEQUE** must be crossed and made payable to “**KENYA ACCREDITATION SERVICE**”.
 _ Payment can be made via **INTER-BANK TRANSFER** or by **CASH DEPOSIT** to
 A/c No: **1123414459**
 Name of Beneficiary: **KENYA ACCREDITATION SERVICE**
 Name of Branch: **Kipande house**
 Name of Bank: **KENYA COMMERCIAL BANK**

(Please email us the bank transaction details/receipt bank deposit slip after payment is made .)

_ **CASH** payment must be made at **KENYA ACCREDITATION SERVICE**.

- 1) Classes require a minimum number of participants to commence. **SQI** reserves the right to amend course detail, postpone or cancel classes due to insufficient numbers or unforeseen circumstances and will make every effort to inform participants of any changes in advance.
- 2) Course fee must be paid in full 7 working days prior to course commencement to guarantee a seat. **REFUND POLICY:** Full refund of course fees is only applicable to a faxed or written withdrawal notice received not less than 7 working days before the course commencement, otherwise 50% of the course fee will be charged. No withdrawal is allowed on the day of course commencement or after the course has started. Hence, the full course fee will be imposed for withdrawal or non-attendance in such cases.