

Course Registration Form

Please complete, print, sign and return the registration form along with payment/evidence of payment to us.

COURSE DETAILS			
Course Title			
Course Date(s)	From:	To:	Training Location
CANDIDATE'S DETAILS			
Student's Name (Full Capital)			Father's Name
Date of Birth		CNIC/Passport Number	
Organization			
Designation			
Previous Qualification(s)			
Total Experience (years)			
CONTACT DETAILS			
Postal Address			
Phone No:	Mobile No:	Email:	
PAYMENT DETAILS (Cheque/Demand Draft/Pay Order/Online Deposit/Online Transfer)			
Total fee to be paid: PKR	Paid: PKR	Balance: PKR	Date:
2 nd Installment: To be paid before 20 days of exam, for NEBOSH candidates only		PKR	Date:
Attachments: <input type="checkbox"/> 1 passport size photo (blue background) <input type="checkbox"/> 1 copy of CNIC <input type="checkbox"/> proof of payment			

Terms & Conditions (SBS reserves the right to amend these terms & conditions without prior notice)

- Confirmation of registration is subject to receiving of completed & signed form and payment clearance by last date of registration and is communicated to student in writing within 2 days after the registration date is over.
- Cancellation is allowed and is subject to administration charges i.e. 20% of the total course fee. However, no cancellation will be accepted after the registration date and full course fee is to be paid.
- Student substitution can be considered where allowed by the awarding body. Substitution requests should be forwarded in writing at least 3 days before the course starts. SBS may accept/reject any substitution cases without assigning reason.
- SBS has 'minimum number of students' requirement for all public programs and reserves the right to change dates/ place due to unpredictable situation. Students' exclusive remedy shall be refund of the fee they paid.
- Students' cannot bring any claim or legal action against SBS relating to participation in the course or from knowledge obtained during the course. If students' script/answer sheet is lost in the postal system during submission to other parties e.g. NEBOSH, the only compensation will be provision of re-sitting in the same exam.
- The use of the information or documentation obtained during the course shall be at the user's sole risk.
- SBS has no responsibility whatsoever for exam results, job opportunities or workplace performance of any student.
- For NEBOSH students only: Please read NEBOSH policies and procedures (including Malpractice Policy, Enquiry About Results, Reasonable Adjustments, Special Consideration, Student Terms and Conditions, and other resources available at NEBOSH website i.e. <https://www.nebosh.org.uk/policies-and-procedures/>)

I hereby declare that I have read, understood and I agree with above terms & conditions

Delegate Sign & Date

Office Use Only

Accepted/Not Accepted:

Remarks, if any:

.....
SBS Rep Sign & Date:

Sustainable Business Solutions

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