

REGISTRATION AGREEMENT FORM

COMPANY INFORMATION			
Company Name:			
Company Address:			
Billing En-charge:		Tel No.: / Fax No.	

STUDENT'S INFORMATION					
	Student's Full Name	Student's Mobile No.	Training	Schedule	Course Fee
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
TOTAL AMOUNT (PHP / USD)					

MODE OF PAYMENT <i>Please choose how you will pay for the course.</i>	
Check payments should be payable to: "GlobalKnowledge Philippines, Inc." (TIN: 236-099-277-000)	
<input type="checkbox"/> Bank Transfer thru UCPB	<input type="checkbox"/> GK Cashier
BANK ACCOUNT DETAILS Bank Name: United Coconut Planters Bank (UCPB) Account Type: Savings Account Name: GlobalKnowledge Philippines Inc. Swift code: UCPBPHMM Account No.: 01-196-300221-6 Bank Address: Ground Flr. Philippine Stock Exchange, Ortigas Center Pasig City Philippines	

TERMS & AGREEMENTS <i>Please affix your signature to confirm your agreement.</i>
<ol style="list-style-type: none"> Rates are inclusive of the 12% EVAT. VAT-exempt companies are required to send a VAT-Exempt Certificate otherwise, regular rates will apply. Training seats are confirmed upon full payment at least one (1) week prior to the start of the course. Post-payment will require approval from GK Finance and must be paid not later than fifteen (15) days from end of class date otherwise may be subject to applicable charges. Cancellation fee is 10% of the total amount. Refund is subject to GK management's approval upon your written notice at least two (2) weeks before the start of class. Two (2) weeks notice = 90% Refund (the 10% will cover for administrative fees); One (1) week notice = 50% Refund; Three (3) working days notice = NO Refund is allowed BUT may be transferred to another student. No-show or non-attendance without at least 24hours approval will be required to pay the FULL amount of the training. Enrollment are transferrable. Prior written notice is required. All students may sit-in free of charge on the same course he/she attended with six (6) months from end-of-course date. This is subject to seat availability of a confirmed public class. All schedules and fees are subject to change without prior notice. GK reserves the right to change schedules or trainers due to unforeseen circumstances.

I/We understand and agree to the terms stated above and to the policies stated in the GK Policies and Procedures.

		Sandra Medalla
Company's Authorized Representative & Signature	Date	Sales Person

PLEASE FAX BACK TO (02) 721-4380 / 724-1891