

# 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 *Please choose how you will pay for the course.*

Check payments should be payable to: <b>"GlobalKnowledge Philippines, Inc."</b> (TIN: 236-099-277-000)	
<input type="checkbox"/> Bank Transfer thru UCPB	<input type="checkbox"/> GK Cashier
<b>BANK ACCOUNT DETAILS</b> 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 *Please affix your signature to confirm your agreement.*

- 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**