

Terms and conditions

Intellectual Property Rights	All intellectual property rights, including copyright, patent, design rights relating to the course or course materials that are provided, or made available during the course, remain the sole property of TP, Duta Kuningan or its licensors. No copies of course materials may be made either whole or in part unless expressly agreed in advance in writing by *TP.
Course Pre-requisite	It is the responsibility of the company and/ or participant(s) to ensure that they meet the pre-requisite of the course(s) on the course outline. *TP will not be held responsible for any participant(s) who faces difficulties during course(s) who do not meet the pre-requisite. TP reserves the right to charge up to USD500 for courses that has commenced and client request to change course due to not meeting course pre-requisite.
Course Confirmation	Course schedule is considered tentative until course confirmation is sent to participants.
Course Cancellation	*TP reserves the right to cancel a course without liability if it is not able to meet the minimum class size or for any unforeseen circumstances. Participants will be given written notice of cancellation at least 7 working days before course commencement.
Exception of Policy	No deferment or cancellation of course(s) is allowed for registration under promotional rates. Company is allowed to substitute participant(s). Individual Participants may choose a similar course on another date. Course fee will be considered forfeited for absentee of participant(s).
Payment Terms	Full payment is to be made upon confirmation of registration. Payment is due 5 working days before course commencement. Course/ Exam fees are subject to all applicable local government taxes such as GST/ VAT. Seats are deemed confirmed once full payment is received. TP reserves the right to refuse attendance for unpaid courses until receipt of full payment. A receipt for the payment will be provided to participants.
Consumption of Course	Full course/ Exam(s) attendance must be utilized within 12 months upon registration. No refunds will be allowed for unconsumed course/ Exam. However substitution of candidate(s) or Course/ Exam(s) of similar/equal value is allowed.
Deferment of Course	Written notice received: More than 10 working days – No penalty Less than 10 working days – Penalty of up to USD500 may be charged
Cancellation of Course	Written notice received: More than 10 working days – No penalty Less than 10 working days – 50% of course fees Less than 7 working days / No show – 100% of course fees
Mode of Payment	Mode of payment can be by cheque or telegraphic transfer. Training Partners administrator will contact you to confirm your preferred mode of payment.
Limitation of Liability	*TP's total aggregate/ cumulative liability for all claims, whether for breach of contract, breach of warranty or in tort, including negligence, will be limited to the amount paid to *TP for the Courses/ Exams. *TP will not be liable for any indirect, punitive, special, incidental or consequential damages in connection with or arising out of any of its Courses.

*TP also may include Duta Kuningan. In certain territories in Indonesia, Duta Kuningan is a licensee of TP. These terms and conditions may be subject to change at any time by *TP.

Course Registration Form

No. Registration :

TELCO COMPANY

NON-TELCO COMPANY

Company Name		Training Location		Required training location	
Contact Person		Line of Business		Billing Details (Please complete if different from Contact Person)	
Mailing Address		Billing Address			
Name	Contact Number	Name	Contact Number		
Email Address		Email Address			

No	Name of Attendee (as per ID Card)	Email	Job Title	Contact Number	Course Code/ Title	Course Date (dd/mm/yy)	Course Fees Choose currency
01							
02							
03							
						Total:	0.00

Total amount of the registration:

bill my company
 cheque enclosed
 credit card – VISA/Master card (Present your credit card on first day of the course)

I/We hereby have read and accepted the Terms & Conditions on page 2.

Authorized Signature / Company Stamp
 I/We hereby have read and accepted the Terms & Conditions

Date:

Sales Contact Person

PO/PR Reference

Promotion Codes

Call us for any query or fax/email completed form to Training Partners, Attention: Training Administrator

China tel: (86) 10 5737 1904 fax: (86) 10 8525 1126 email: cn@training-partners.com	Hong Kong tel: (852) 2513 3322 fax: (852) 2513 3387 email: hk@training-partners.com	India tel: (9180) 4901 2800 fax: (9180) 4901 2803 email: in@training-partners.com	Indonesia tel: (62) 21 831 7585 fax: (62) 21 831 7585 email: info@training-partners.co.id	Malaysia tel: (603) 7729 8966 fax: (603) 7729 9266 email: my@training-partners.com	Singapore tel: (65) 6225 9188 fax: (65) 6225 9288 email: sg@training-partners.com	Taiwan tel: (886) 2 2171 1500 fax: (886) 2 2171 1509 email: tw@training-partners.com	Thailand tel: (66) 2625 0988 fax: (66) 2625 0893 email: th@training-partners.com
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