

Invoice No.:

## ADMISSION FORM

**Instructions:** All information must be in **capital letters** and fields highlighted in **gray** must be filled.

**Disclaimer:** Training Plus Institute (TPI) will not, in any circumstances, share your personal information with other individuals or organizations without your permission, including public organizations, corporations or individuals, except when applicable by law.

We do not sell, communicate or divulge your information to any mailing lists

<b>PERSONAL INFORMATION</b>										<b>Notice!</b> The full name provided here including the spelling will be used in the official Certificate after the Course completion. *																			
<b>First Name*</b>																													
<b>Middle Name*</b>																													
<b>Last Name*</b>																													
<b>CPR No.</b>										<b>Sex</b>					Male					Female									
<b>Nationality</b>										<b>Date of Birth</b>					DD					MM					YY				
<b>Contact</b>										Email					Mobile					Office									
<b>Address</b>																													
<b>Company</b>																													
<b>How did you hear about Training Plus Institute?</b>										Internet Search					Radio					TV					Social Media				
										Event, Exhibition					Newspaper					Outdoor Advertising					Sales Executive				
										Referral (please specify)										Other (please specify)									

<b>COURSE INFORMATION</b>																
<b>Course (Package)</b>					<b>Starting Date</b>											
<b>Total Fees</b>					<b>Venue</b>											
<b>Payment Terms</b>					<b>Full Payment</b>					<b>Installments</b>						
					Cheque		Cash		Credit Card	1st Payment		2nd Payment		3rd Payment		
					Rcpt No.					Rcpt No.		Rcpt No.		Rcpt No.		
										Date	Amount	Date	Amount	Date	Amount	
<b>Refund Policy</b>					<b>Amount Invoiced</b>											
1. Minimum eight (8) days before program start date					25% of the Price											
2. Before the start of the program					Full Invoice											

**Certification Policy:** Students with less than 80% attendance and less than 60% on total assessment scores will not receive attendance certificate.

**Credit Transfer Policy:** The Institute recognizes and accepts request of credit transfers as per TPI policies and standard.

**Recognition of Prior Learning Policy:** The Institute recognizes and accepts request of RPL as per TPI policies and standard.

**Important Notice:** All courses are subject to demand. TPI reserves the right to cancel or postpone courses with notice.

**Request for Special Needs/Disability Support: (if required)**

Nature of Disability \_\_\_\_\_ Required Support: \_\_\_\_\_

**Undertaking:** I, the undersigned, agree to follow the training rules and regulations as a student of Training Plus Institute.

<b>SIGNATURE:</b>	<b>DATE:</b>
-------------------	--------------

<i>Training Plus Institute's Use Only</i>	
Sales Manager Name and Signature	