

REGISTRATION FORM

Professional Services Unit

Please complete a form for each course and submit by email, fax or deliver to our offices.

For further information, contact **Professional Services Unit**, 977-6035 / 977-7174 / 977-6976

- ▶ Serephena Emanuel - Ext. 372; email: - serephena.emanuel@uwimona.edu.jm
- ▶ Marie Ebanks - Ext. 407; email: - marie.ebanks@uwimona.edu.jm

COURSE NAME:		CAMPUS
DATE(S)		<input type="checkbox"/> MONA
		<input type="checkbox"/> WJC

PARTICIPANT INFORMATION

First Name:	Last Name:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (State)	Company Name:
Job Title:	Company Address:		Company Tel. #:
Home Address:	Mobile #:	Email:	
Education Level: <input type="checkbox"/> Doctorate <input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> Associate <input type="checkbox"/> Other			
Profession/ Field of Expertise:			
In case of Emergency -Next of Kin Name:			
Mobile #:			

SPECIAL NEEDS (Dietary/Disability etc.): If meals are provided, please indicate any special dietary needs

If you are **COMPANY SPONSORED**, please complete the information below

COMPANY/ SPONSOR's INFORMATION			
Company Name:		Address:	
Office Tel.#:	<i>Print</i> Authorized Contact Name:	Authorized Signature	Company Stamp/Seal:
Authorized Email:			
Please attach Company Commitment Letter or Purchase Order (PO) with completed application form.			

COURSE FEES (TO BE COMPLETED BY PSU)

Description	Amount J\$	Description	
COURSE FEE		Course fees cover course material, and coffee break, and where applicable, lunch	Project Management Book Issued
5% DISCOUNT		UWI staff & students/UWI & MSBM Alumni UWI-ID # Programme completed:	YES <input type="checkbox"/>
SPECIAL DISCOUNT %		Authorized Signature- Director PSU	NO <input type="checkbox"/>
SUMMER DISCOUNT		Applicable to Friday Project Management class only	
TOTAL DUE			Cohort #

ACCOUNTS DEPARTMENT ONLY	
PAYMENT METHOD	<input type="checkbox"/> Cheque <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Commitment Letter/ Purchase Order <input type="checkbox"/> Credit Payment Plan (ONLY for Project Management) must complete Credit Payment Plan Form
<input type="checkbox"/> Amount paid: J\$.....	<input type="checkbox"/> Balance owing: J\$..... <input type="checkbox"/> Receipt #.....
Signature of Account's Officer..... Date.....	

REGISTRATION POLICY: (Please read carefully)

- Registration is complete when you agree to the Registration Policy and payment is made prior to the start of the course.
- All registration forms must be completed and returned no later than **10 working days** prior to the start of the course and accompanied by either a NCB/MSBM payment voucher, MSBM receipt or a Company Commitment Letter or Purchase Order.
- CASH OR PERSONAL CHEQUES ARE NOT ACCEPTED** at the MSBM Accounts department, they must be paid at NCB. If you are paying by **CASH**, you can pay at any NCB branch. Payment vouchers are available at the MSBM Reception, Building A or Building H. Please provide the MSBM Accounts Department with a copy of your payment voucher in order to update our records immediately.
- If you are paying by **CREDIT/DEBIT CARD/MANAGER'S CHEQUE**, payment can be made at the MSBM Accounts Department, Building A.
- MSBM/PSU reserves the right to re-schedule or cancel a course due to under-quota; or close a course due to over-enrolment. You will be advised as soon as possible and given the opportunity to re-schedule.
- Only the Principles & Practices of Project Management Course can accommodate a Credit Payment Plan.

Cancellation, Withdrawal and Refund

- MSBM/PSU reserves the right to cancel any course and will refund 100% of fees paid.
- Participants who cancel their attendance in a course 5 business days or more before the start of the course will be refunded 95% of the fee.
- MSBM will charge a processing fee of 30% of the course fee per person for all cancellations received less than 5 business days prior to the start of the course.
- No refund will be given once the person has attended the first class.
- All cancellations must be in writing.
- Registration is transferable where the registered person is unable to attend, and makes the request in writing.
- In all refund cases above, payment will be refunded once a written request is submitted.
- By signing this form you agree that you have read and understood MSBM's Registration, Cancellation, Withdrawal and Refund Policy.

I agree to the terms and conditions of this Policy.

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Signature of Applicant

.....
Date

.....
Signature of Receiving Officer

.....
Date