

REGISTRATION POLICY

REGISTRATION AND PAYMENT

Request for registration of candidates for our published training courses is required at least 28 days to the start date of the training, to allow enough time for our administration process and confirmation of enrollment. Our published training courses can be accessed at www.fistolaslimited.com.

You can register for our programs by selecting training courses required to close identified competency gaps and sending registration request by email to us at info@fistolaslimited.com. Please state the correct course title and course code for the requested training course.

We shall respond by sending provisional confirmation along with a registration form and invoice for the selected training courses. To enable us confirm enrollment, you are required to complete the registration form and send to us along with payment advice for the required training course.

Upon receipt of the completed registration form and payment advice, enrollment confirmation will be sent to you along with training detail, logistics and course information.

For group registration by organizations, if payment has not been made prior to the course start date, it is required that payment be made within the first 2 days of commencement of the training class.

For individual registration, it is required that payment be made prior to the start date of the program as a condition for confirmation of enrollment. Payment is made in US dollars (USD).

TRANSFERS, SUBSTITUTION, CANCELLATIONS AND REFUNDS

In cases where transfers are required to the next scheduled class for a particular training course, the transfer may be accepted if notice is received 30 days or more to the start date of the class in which candidate was originally enrolled and there is space in the next available class in which transfer is requested. Only one transfer per original registration is accepted. If a transfer is not possible and the notice was given 30 days or more to the start date of the class, a non-refundable registration fee of \$200.00 USD will be charged and the balance of the course fee refunded and the class cancelled. Substitution of candidates may be made at any time without penalty.

Transfers and cancellations without sufficient notice will not be honored and full payment for the training course will apply.

CERTIFICATES

For training courses that competency assessment segment is completed as part of the training in the class, certificate of completion will be awarded to participants who satisfactorily complete the training.

For training courses that require follow through for performance and competency assessment at work site, certificate of completion will be awarded to participants who satisfactorily complete the classroom training but individual companies may choose to award a **certificate of competence**, following immediate supervisor's attestation of the employee's demonstration of relevant skills.