

REGISTRATION POLICY

REGISTRATION AND PAYMENT

Request for registration of delegates for our published training courses is required at least 4 weeks to the start date of the training, to allow enough time for our administrative 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 competence gaps and completing our Registration Form available at our website. Send the completed registration form 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 invoice for the selected training courses. To enable us confirm enrollment, you are required to make full payment for the required training course.

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

For individual and group registration, it is required that payment be made at least 7 days 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 10 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 transfer is not possible due to lack of space, a non-refundable registration fee of \$500.00 USD will be charged and the balance of the course fee refunded. 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 competence 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.

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