CK Institute of Finance

Please complete and send to fax number 17 211188

Enrollment Application Form

Program/Course Title	Date	Cost
	Total	

PERSONAL INFORMATION:

❑ Mr. ❑ Mrs. ❑ Ms.

First Name **Middle Name** **Last Name**

Nationality **CPR/ID Number**

Company Name

Position **Department**

Work Tel **Mobile** **P.O. Box**

E-mail Address

Training Manager **Telephone/E-mail Address**

PAYMENT METHOD

Please be informed that for payments made by Credit/Debit Card, an additional 3% will be added to the total fee.

☐**Self-Sponsored** ☐**Company Sponsored**

☐**Cash** ☐**Credit/Debit Card** ☐**Company Check**

Card Type (Visa/MasterCard, etc.)_____

Cardholder Name: _____

Card Number: | | | | | | | | | | | | | | | | | Expiry Date: _____

I certify that the above information is correct. I have read and understood the enrollment and payment policies.

Signature: _____ **Date:** _____

Enrollment Policies

1. Full payment of the fees is required at least 10 business days before the course. Please note that otherwise your place is not guaranteed.
2. Cancellation: a full refund less a cancellation fee of 10% will be applied to all cancellations received at least 10 business days before the start of the course/program
3. Participants who start attending the course will not receive any refunds, even if they choose to leave after attending only one session of the course.
4. **Course/program fees already paid or invoiced will not be refunded and invoices will be due and payable.**

Disclaimers:

1. ***Capital Knowledge*** reserves the right to alter the contents of the course/program, the course instructors and/or the course schedule/date due to circumstances beyond its control.
2. In case of insufficient participant numbers or for any other reasons beyond Capital Knowledge's control, ***Capital Knowledge*** may have to cancel an advertised training course. In the case of the course being cancelled, ***Capital Knowledge*** is not liable for compensation of applicants' costs incurred, beyond the refund of the actual fees paid to Capital Knowledge.

For more information regarding administrative policies, such as complaints and refunds, please contact our information desk on **17211311**.