

REGISTRATION FORM



Registration Date _____

Training Title _____

Training Date _____

Participant's Name	Occupation	Contact Phone No.	Email
Address			
How did you know about this course? (you can tick more than one)	<input type="checkbox"/> Facebook	<input type="checkbox"/> Website	
	<input type="checkbox"/> Printed Media (pls specify) _____	<input type="checkbox"/> Seminar	
	<input type="checkbox"/> Recommendation (pls specify) _____	<input type="checkbox"/> Others (pls specify) _____	

REGISTRATION POLICY

Registration

Register via Email or Messenger

A placed will be reserved for you upon receipt of your registration. Registrations should be sent at least 1 week before the course commencement. A confirmation email will be sent to you within 5 working days after receiving your registration.

Payment

Payments are to be made in Myanmar Kyats (MMK) and subjected to prevailing tax. Please make your payment either by cash or bank transfer upon receiving our invoice. Fees are inclusive of course materials, certificate of participation, lunch & tea breaks.

Withdrawals / No-Show

For any withdrawals or cancellation, participants will be subjected to the following charges:

Notice Period	Withdrawal/ Cancellation Charge
More than 14 working days	No charge
10 working days or less	25% of Training Fee
Less than 7 working days	100% of Training Fee

Cancellation

LEAD Academy reserves the right to change or cancel the course due to unforeseen circumstances.

- I agree to the above terms and conditions of registration policy.

Signature