



# INDIVIDUAL REGISTRATION FORM

Please ensure that all details are completed in full, and supporting documentation attached. Forms can be dropped at our offices; Golden Plaza, Waiyaki Way (church road junction) or emailed to [training.ke@quintica.com](mailto:training.ke@quintica.com)

**Official Use Only**  
**Customer Job**  
**Number:**

## PERSONAL DETAILS

Surname:

Forenames:

Preferred Title:

Identity Number:

Physical Address:

Postal Address:

Postcode:

Postcode:

Home Tel:

Work Tel:

Office Tel:

Mobile Tel.:

Employer:

Job Title:

Email Address:

### Disabilities:

List:

Special Requirements:



## COURSE DETAILS

Training Fee's are inclusive of course materials and catering. Please tick the relevant training course(s), and exam you are registering for, as well as the date:

### ITIL Version 3 course and Exams

	Course	Date	Exam	Date
ITIL Awareness	<input type="checkbox"/>		<input type="checkbox"/>	
ITIL Foundation	<input type="checkbox"/>		<input type="checkbox"/>	
V2 /V3 Foundation Bridging Course	<input type="checkbox"/>		<input type="checkbox"/>	
V2 /V3 Managers Bridging Course	<input type="checkbox"/>		<input type="checkbox"/>	
V3 Intermediate Course	<input type="checkbox"/>		<input type="checkbox"/>	

### Other courses and Exams

	Course	Date	Exam	Date
ISO/ IEC 20000 Consultancy	<input type="checkbox"/>		<input type="checkbox"/>	
CoBIT	<input type="checkbox"/>		<input type="checkbox"/>	
ITSM Simulation	<input type="checkbox"/>		<input type="checkbox"/>	
Other	<input type="checkbox"/>		<input type="checkbox"/>	

### Exam Results

To Whom Must The Delegates Exam Results be Sent to:

The Delegate	<input type="checkbox"/>	EMAIL:	
The Supervisor	<input type="checkbox"/>	EMAIL:	
The Human Resource Representative	<input type="checkbox"/>	EMAIL:	

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SIGNATURE of DELEGATE

The Delegate must sign that he/she acknowledges the selection to whom the exam results must be sent.



### ACCOUNT PAYER DETAILS (If different to Personal Details)

Name/ Company:	<input type="text"/>	Order No.:	<input type="text"/>
Company Contact:	<input type="text"/>	Payment Terms	<input type="text"/>
Work Tel:	<input type="text"/>	Fax No:	<input type="text"/>
Mobile Tel:	<input type="text"/>	VAT Registration:	<input type="text"/>
Physical Address:	<input type="text"/>	Postal Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>

**Note:**

All company bookings need to be confirmed with an official purchase order. Company Cheques and/or Bankers Cheques should be made payable to Quintica Kenya Ltd and hand delivered to our offices (Golden Plaza, Waiyaki Way, Westlands). Alternatively, Electronic Transfers or Direct Deposits can be made to the bank account, banking details as indicated.

Account Name: Quintica Kenya Ltd  
Bank: CFC – Stanbic Bank  
Branch Name: Westgate  
Account Number: 0140083338001

Candidates will not be permitted entry unless payment has been received.

### PAYMENT OPTIONS

Single Payment System  (full payment due no later than on registration)

Credit Card Payment  (Credit Card payments carry 4% levy for bank charges.)

### TERMS AND CONDITIONS

1. The account payer agrees to pay the cost of the training course in accordance with the payment option selected.
2. Candidates will not receive training materials or be permitted admission to classes until the full deposit has been paid, unless otherwise agreed in writing.
3. The contract cannot be cancelled but can be transferred to another person, unless under the terms specified in the Cancellations/Transfers Statement.
4. No qualification, certificate or diploma will be issued until the full balance due has been paid.
5. Failure to attend training sessions will not reduce liability for the total cost of the training course and the account payer shall not be entitled to any credit or reduction.
6. No fees are re-fundable in the case where candidates do not abide by prescribed training guidelines and course rules (including full course participation and completion of all assignments and exercises).
7. No candidate may sit for exams until course fees are paid in full. No candidate will receive exam results or certificates until all course and exam fees are paid in full.
8. All overdue accounts will incur interest at current prime lending rates.
9. The date and time of rescheduled training sessions due to late attendance or absence is at our discretion.
10. We reserve the right to reschedule any training session at our discretion – 10 working days notice will be given.
11. Where relevant, exam pass marks are set by a relevant and independent examination institute.
12. Candidates are responsible for payment of re-examination fee under the same conditions described above



**Cancellation/Transfers Statement:**

1. Completion of the Registration Form constitutes acceptance of all the terms and conditions specified.
2. Full course and exam fees are payable upon registration.
3. You may cancel your registration up to ten working days (10) before the first day of the nominated course. Any fees paid will be refunded in full.
4. Cancellations within ten working days (10) before the first day of the nominated course incur charges as follows:
  - 10 to 8 working days incurs 20% of fees paid
  - 7 to 5 working days incurs 50% of fees paid
  - Less than 5 days incurs 100% of fees paid

You may send a substitute at no additional charge to the scheduled course, provided you do so in writing at least five working days before the training course.

**Q-Campus Value Proposition Conditions**

**Safety Net program**

- Additional materials for study provided at our discretion
- Provision of materials requires 100% course attendance and participation

**Scholarship program**

- Scholarship places are provided entirely at our discretion
- Places offered are for specific courses, on specific dates
- Places offered are non-transferable, nor redeemable for cash or any other service
- Charges can be levied for catering, materials and exams

**Lifelong Learning**

- Lifelong learning places are offered entirely at our discretion
- Places offered are specifically for the equivalent course that you have attended with us.
- Places offered are for specific courses, on specific dates
- Places offered are non-transferable, nor redeemable for cash or any other service
- Charges can be levied for catering, materials and exams
- Offer is valid for a maximum of 12 months from the last day of the course you attended with us or when the course exams are officially withdrawn by the Examination Institute; whichever is soonest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name(s)

\_\_\_\_\_  
Date

**Details of Candidate:**

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