

Trainee Details								تفاصيل المتدرب	
Trainee's Name اسم المتدرب									
Personal No. الرقم الشخصي					Occupation المهنة				
Academic Qualification		Secondary الثانوي		Diploma دبلوما		Bachelor بكالوريوس		Other أخرى	

Correspondence								المراسلات			
Flat No. شقة		Building No. مبنى		Road No. طريق		Block No. مجمع		Area No. منطقة			
Office Telephone هاتف المكتب		Personal Mobile No. رقم الهاتف الشخصي		Email البريد الإلكتروني							
Corresponding Method:				طريقة المراسلات		Corresponding Language				لغة المراسلات	
Whatsapp واتس أب		SMS الرسائل النصية		E-mail. الإيميل		English انجليزي		Arabic عربي			

Terms & Conditions		الشروط والأحكام	
Punctuality and attendance policy:		<ul style="list-style-type: none"> 75% attendance rate is compulsory & required to pass the course. Attendance rate between 50% and 75% can compensate with extra classes to reach the minimum target of the course (75%), less than 50% of attendance rate needs to retake the course. 	
Admission Requirement:		<ul style="list-style-type: none"> If there are admission requirements for the course. The Center will review your application to ensure you meet the necessary requirements. 	
Refund and cancellation policy:		<ul style="list-style-type: none"> Cancellation must be made in a writing 20 days in advance, 20% of administration charge will be applicable. Failure to cancel within the specified period will be subjected to pay 50% of administration fees. 	

Trainee		المتدرب	
I undersign, understand, acknowledge that I have submitted all the above data correctly and accept to be obliged to Cordoba Training Center's policies and procedures.			
Signature التوقيع		Date التاريخ	

FOR ADMINISTRATION USE ONLY			*للإستخدام الإداري	
Name اسم الموظف				
Comments ملاحظات				
Signature توقيع		Date التاريخ		