

Registration Form

Date:
Name of the Program:

Fill the form as per passport details please:

Personal Details

First Name: Middle Name:

Preferred Name: Last Name:

CPR No.:

Passport No.:

Nationally:

Date of Birth: / /

Gender: F M

Tel No.: -

Mobile No.: -

Personal Email:

Mailing Address: Building: Flat: Road: Block:

City/State: P.O.Box:

Endorsement

In the event of crises and natural catastrophes, I -am the person mentioned above in the registration form- agree to learn online through Delmon Academy's website and I adhere to the training schedule carried out by Delmon Academy to achieve the training outcomes required for the training program. I have the right to attend to Delmon Academy to do the international exams during the period of crises or natural catastrophes that might happen in the Kingdom of Bahrain in order not to affect the requirements of the training program.

توقيع المتدرب

Please answer the following question:

Do you have any relatives in the institute? (Yes) (No)

If the answer is (yes) write the name of the employee and the department in which he/she works: -----

IMPORTANT NOTICE:

All courses are subject to demand; Delmon Academy has the right to postpone or cancel the courses for a short period of time without any loss or bearing responsibility, that is necessary according to the Academy's estimates.

Document needed

- 1- Copy of passport.
- 2- Copy of CPR.
- 3- (1) Picture.
- 4- Sponsorship letter (for sponsor Trainee).

Special Needs:

Do you suffer from chronic illness or disability? Yes () / No ()

If yes, type the disease: -----

Type of disability: hearing () visual () physical ()

Other mention:

CANCELLATION AND REFUND OF FEES:

1. In the case of cancellation by Delmon Academy, 100% refund is applicable.
2. On cancellation by the Trainee, fees will only be refunded if a Withdrawal Form is accomplished. 50% refund will be given if cancellation is done Two week before the start of the program and NO REFUND if cancellation is done one week before the start date onwards.
3. Refund processing shall take place in 2-4 weeks.
4. The trainee supported by Tamkeen is committed to attend and terminate the program. If he wishes to withdraw after the start of the program, he must pay the full value of the program.

Enrolment Agreement

- 1- I certify that the information that I provided on this application form is accurate and complete.
- 2- I have read and understand the terms and conditions outlined regarding tuition and fees, requirements, cancellation and refund policy.

Trainee Signature:

Date: / /

Office Use Only

Register By:

Date: / /

Student ID:

Comment:

Register Signature:



Agreement between the Academy and Trainee

This agreement was established between Delmon Academy for Computer and Managerial Sciences and the Trainee in order to regulate and ensure the functional relationship between both parties are highly professional, where both parties agree to the following:

The duties of the Trainee:

1. Enroll in the course that has been accepted according to the schedules set by Delmon Academy .
2. Oblige to pay the prescribed fees and complete all the necessary procedures before starting the training course.
3. Comply with the applicable regulations, rules and laws that the Academy will set in the future, especially the following:
 - Perform all training duties on time.
 - Comply with the professional behavior and ethics that are in line with the customs and traditions, including appropriate clothing in the Academy.
 - Respect all teachers and staff members.
 - Comply with all the Academy's Security and Safety rules (for more information, please refer to the Health and Safety Manual)
 - Comply with all instructions for using computers and not to tamper with the internet or any programs used.
 - Maintain discipline outside the designated training areas and in extracurricular activities.
 - All mobile phones should be closed within the academy, classes, laboratory and exam rooms.
 - Maintain the academic building installations, equipment, and other furniture, and do not smoke inside the academy's premises except in the designated places.
 - Participate in the Academy's orientation and guidance workshops to support trainees.
 - Update personal information with the training officer in case of any changes (such as address, phone number)
4. When the trainee incurs 20% absence or more in his registered course, he will have a WF score and will not be allowed to enter the final exam.
5. In the event of crises and disasters, the Trainee undertakes to complete the program through remote training, using the Academy's website, and committing to the final exams in accordance with the awarding body's program certificate.

Duties of Academy:

1. Understand Trainees abilities.
2. Identify Trainees needs
3. Provide a safe environment
4. Provide higher vocational training
5. Provide support and assistance to ensure progress
6. Provide guidance that supports the professional development of the trainee.
7. Provide feedback that ensures familiarity with its level of progress.
8. In the event of crises and disasters, the Academy provides the Trainees with remote training through the Academy's website.

Delmon Academy

Trainee's name and signature