

COURSE NOMINATION FORM

COURSE TITLE: _____

Organization: _____ Phone No: _____

Address: _____

Please sign in the space provided below and send a copy to us for our files. We will require early confirmation as limited spaces are available.

S/N	Names of Nominees	Position
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Total Amount(N) _____

Mode of payment: a) Bank draft() b) Cheque () c) Cash()

Nominating Officer: _____ Designation: _____

Signature: _____ Date: _____ E mail: _____

We would appreciate receiving the completed form 2 weeks before the programme date.

TERMS OF PAYMENT

Part (50%) or Full payment must be paid to DexNova Consulting Ltd A/C No.0006484658 StanbicIBTC or 0038382667 GTBANK latest one week before the workshop commences. Please note that the payment is non-refundable once confirmation of attendance has been made.

CANCELLATION POLICY

- Cancellation received less than one month before commencement of the programme attracts 25% charge of total course fees (client may be given an option of sending an alternative participant).
- Cancellation received one month or more before commencement of the programme attracts a 10% administration fee.
- DexNova Consulting reserves the right to cancel a course due to low enrollment or circumstances beyond our control. Every effort will be made to reschedule a cancelled class or transfer enrollments to a later date.