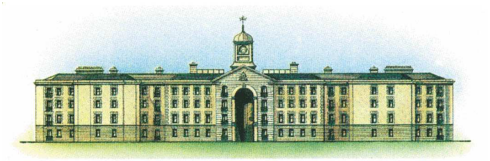

Griffith College Dublin

***Griffith Corporate Training***
***South Circular Road Dublin 8***
**Telephone: +353 1 415 0400**
**Email: corporatetraining@gcd.ie**
**Fax: +353 1 454 9265**

Please attached signed passport photo here for long-term courses

# *Professional Training Programmes*
# *Registration Form*

***Please Complete in BLOCK CAPITALS and return the form below to Griffith Corporate Training by email or post:***

**Title:** **First Name:** **Surname:** **Nationality:**

**Permanent Home Address:**

Address:

Phone No.:

**Work Name and Address:**

Company Name:
Address:

Phone No.:

**Car Reg No.:** **Email Address:** **Mobile Phone:** **Date of Birth:**

**Next of Kin:**

Name:
Phone No.:

**Equal Opportunities:**

Do you have a disability? Yes ☐ No ☐

What is the nature of your disability?

**Previous Qualifications or Courses Completed:**

| **Course Title:** | **Date:** |
|---|---|
| | |
| | |
| | |

**Please indicate the Training Course(s) and date(s) for which you wish to book:**

| **Course Title:** | **Start Date:** | **Course Fee:** |
|---|---|---|
| | | |
| | | |

**Payment Method (please tick relevant box):**

**Online** at www.gcd.ie: ☐ You will be issued with a student number to pay online (Allow 3-5 days for processing)

Bank Draft: ☐ Made payable to Griffith College
Postal Order: ☐ Made payable to Griffith College
Cheque: ☐ Made payable to Griffith College
Installments: ☐ Agreed with Corporate Training Office (Payable only through online method)

Griffith College Dublin

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## Griffith Corporate Booking, Cancellation & Refund Policy:

1. Places are allocated on receipt of registration form and **a booking deposit of €100 is required. No booking can be guaranteed until payment is received with this form.** Full payment is required before the course commencement unless installment payment is agreed with Corporate Training.
2. Cancellation of training must be confirmed in writing more than fourteen working days prior to the commencement of the course. Griffith Corporate Training will refund the total amount paid less a minimum administration charge of €100. Cancellation after this period will result in course fees being forfeited. Written notice should be directed to Corporate Training Administrators.
3. If written cancellation is not received prior to the course, & the participant does not attend on the day(s), then the participant or the Company are liable for full course fees.
4. If a participant cannot attend, a substitute can attend in their place. Written notification is to be directed to the Corporate Training Administrators.
5. Griffith College reserves the right to change any of the details given in any course brochure.
6. Griffith Corporate reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.
7. If a course is cancelled participants will be booked onto the next available course.
8. Exam fees unless specified are not included in course fee. Date of birth is required for registration of all online exams.

## Griffith Privacy Policy:

Griffith Corporate is committed to protecting your privacy & the confidentiality of information provided to us. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you. Participants may opt out of receiving marketing material by contacting the Griffith Corporate Training Course Administrator & requesting to 'unsubscribe' Phone: 01-415 0400.

I certify that the information on this Registration Form is correct and complete to the best of my knowledge and hereby undertake to comply with all regulations of Griffith College.

Signed: _____ Date:_____

Office Use Only:

**Student No.**