

COURSE BOOKING FORM

Please complete this form and return to it, along with your payment to Emirates Simulation Academy at the address above. Your completed booking form and payment should reach us at least 14 days before the course start date. Please complete one booking form for each course delegate.

Name :	<input style="width: 100%;" type="text"/>		
	First Name	Middle Name	Surname
Date of Birth:	<input style="width: 20px;" type="text"/> DD / <input style="width: 20px;" type="text"/> MMM / <input style="width: 20px;" type="text"/> YYYY	Nationality:	<input style="width: 100%;" type="text"/>
		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Company / Organization:	<input style="width: 100%;" type="text"/>		
Address Line 1:	<input style="width: 100%;" type="text"/>		
Address Line 2:	<input style="width: 100%;" type="text"/>		
Tel. (Office):	<input style="width: 100%;" type="text"/>	Fax:	<input style="width: 100%;" type="text"/>
Tel. (Mobile):	<input style="width: 100%;" type="text"/>	E-mail:	<input style="width: 100%;" type="text"/>
Job Title:	<input style="width: 100%;" type="text"/>	Department	<input style="width: 100%;" type="text"/>
HR / Training Dept. Contact:	<input style="width: 100%;" type="text"/>		

Course Title	Duration	Price

PAYMENT METHOD

Cheque* (No. _____)

Bank transfer (Account No. 650 188 7112
Union National Bank, Abu Dhabi, UAE.
SWIFT: UNBEAEEA)

*Please make payment in the name of **Emirates Simulation Academy**.

AUTHORISATION

Signature:	<input style="width: 100%;" type="text"/>	Date:	<input style="width: 100%;" type="text"/>
Job Position:	<input style="width: 100%;" type="text"/>		

TERMS AND CONDITIONS FOR THE SUPPLY OF TRAINING SERVICES

Confirmation: Do not make travel arrangements without receiving a written confirmation from ESA. Course dates are subject to change without notice. **Seat Reservations:** It will only be confirmed upon receipt of full payment. **Delegate Substitutions:** Substitutions can be made at any time in advance of the course at no charge. Please inform us in writing of any change to the original booking. **Cancellations:** For cancellations made in writing and received: • Over 10 working days prior to the start date, a charge of 50% of the course fee will be payable. • 10 working days or less, the full course fees will be charged. ESA reserves the right to offer an alternative course date or cancel the course should the number of bookings fall below the minimum number of delegates required per event. In the event that the alternative date is not acceptable or the course is cancelled by ESA, liability will be limited to the refund of the course fee only if paid.