

Registration Form

Tax Academy

Sponsorship:

Self

Organisation

Scholarship

Employment Status:

Employed

Unemployed

Student

Participant Details (Mandatory):**Name of Participant**

Mr/Mrs/Ms	First Name	Middle Name	Last Name
Position		Department	
Organisation		*Nationality	*CPR
*Date of birth		*Address	
*Country		Office Tel	
*Mobile	Residence Tel		Fax
*Email (Personal)		Email (Work)	
*Signature		Date	

Organisation Sponsored**Organisation Information**

Contact Person :

Mr/Mrs/Ms	First Name	Middle Name	Last Name
Position		Department	
Address			
Organisation			Country
Office Tel	Fax	Email	
Signature & Stamp		Date	

Name of the Participant

Mr/Mrs/Ms	First Name	Middle Name	Last Name
Position		Department	
*Nationality		Date of birth	*CPR
*Mobile		Office Tel	
*Email (Personal)		Email (Work)	

Note : (*) Mandatory fields

Methods of Payment

Cheque Please find enclosed a cheque for _____ made payable to BIBF.

Credit card Please debit my credit card _____ Visa _____ Mastercard _____
Card No. _____ Expiry Date _____
Cardholder's Name _____ Signature _____

Cash

Online Payment pay.bibf.com

"For the avoidance of doubt, the client shall be liable to pay any applicable taxes, duties, surcharges, service charges and other levies related to this programme. Client shall hold BIBF harmless from any taxes, including penalties and interest, imposed by any governmental authority in connection with this Agreement"

Terms & Conditions:

1. A non-refundable application fee of BD 25/- is to be paid upon registration.
2. BIBF offers courses on the basis that there will be sufficient students to justify running it or else the course will be cancelled.
3. BIBF may modify the dates of the course should any unexpected/unavoidable circumstances arise. BIBF's liability in the event of any modification or cancellation will be limited to cover the full paid course fees.
4. No refund will be entertained unless the written request is received at least two weeks prior to the commencement of the course. However, BIBF will permit the nomination of a substitute candidate before the course starting date.
5. Students may withdraw from their studies at any time, either before or after the start of the course. Withdrawal requests should be submitted in writing to the Registrar. Students applying for withdrawal, two weeks from the course commencement date will be entitled to a 50% refund. No refunds will be made thereafter.
6. Deferral requests should be made in writing, two weeks from the course commencement date. No deferral requests will be entertained thereafter. Fees can be deferred for one session only, and course fees paid will not be refunded. Students are not allowed to attend a different course/subject for an approved deferral request.
7. Students should attend the full duration of the course as scheduled and strictly abide with the stated course timings. In the event of a student attending less than 80% of the total course hours, the student will be withdrawn from the course, marked as a "Drop Out", and requested to re-register. For fee bearing courses, the total fees will be charged irrespective of the number of sessions attended.
8. BIBF reserves the right to change the fee structure without prior notice.
9. In case a candidate decides to switch from a full parts registration to a part by part registration, the fees of the part by part registration will apply in that case, and the candidate will have to pay for the parts attended based on a part by part registration.
10. No refund will be processed if a candidate disappears or fails to attend all his lectures related to his/her registered course and term.

I declare that I have read and accept the above mentioned terms & conditions:

SIGNATURE

DATE

FOR BIBF OFFICE USE ONLY

INFORMATION DESK

Receipt Number _____ Amount _____

Date _____ Comments _____

Signature _____

REGISTRATION OFFICE

Student ID _____ Registered By _____

Date _____ Comments _____



TheBIBF

www.bibf.com

Please forward this form to:

The Registrar, BIBF, PO Box 20525, Manama, Kingdom of Bahrain

+973 1781 5555 / 1781 6320 tax@bibf.com