



# CARIBBEAN POLYTECHNIC INSTITUTE

## Registration Form

### SECTION A

#### PERSONAL DATA

Surname: \_\_\_\_\_ Christian name (s) \_\_\_\_\_  
 Middle Name(s) \_\_\_\_\_ Also Known as \_\_\_\_\_  
 Title: (Mr., Mrs., Ms.) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

### SECTION B

#### NEXT OF KIN/CONTACT PERSON

Surname: \_\_\_\_\_ Christian name (s) \_\_\_\_\_  
 Middle Name(s) \_\_\_\_\_ Also Known as \_\_\_\_\_  
 Title: (Mr., Mrs., Ms.) \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

### SECTION C

#### COURSE(S) TO BE PURSUED

COURSE NAME	CODE

### SECTION D

#### QUALIFICATIONS

Secondary Level Completed		Tertiary Level Completed			
School	Examinations Passed	Post Secondary/College	Award	University	Award

### SECTION E

#### EMPLOYMENT DETAILS

Company Name	Job Title	Summary of Work Experience

## SECTION F

### ENROLLMENT POLICY

- I. Enrollment in all face-to-face programmes, virtual live learning and webinar sessions is on a first-come basis and class sizes are limited. To reserve a space you can register and make payment in full.
- II. If a course or webinar session is full we will place you on the waiting list at no charge. .If space becomes available this will be communicated to you.
- III. Transfer of your space to a qualified person attracts an administrative fee of US\$30.00.

## SECTION G

### CANCELLATION POLICY

- I. We recognize that cancellations are sometimes necessary. For cancellations made more than 30 days prior to the start of your course, 50% of your tuition will be refunded. Cancellations made within 30 days prior to the start of your course result in forfeiture of your tuition.
- II. If you are unable to complete your course due to illness or natural disaster, please contact the administration office.
- III. If the Caribbean Polytechnic Institute cancels a face-to-face programme, virtual live learning or webinar session, due to low enrollment, instructor illness or other unforeseen circumstances, we will notify you. You may choose to wait on the next scheduled date for the same programme, virtual live learning or webinar session, enroll in another programme (if available with a refund of the difference in cost) or receive a full refund of tuition. Notification of cancellation will normally occur one month prior to the beginning of the workshop; in rare cases, however, it may be less. Caribbean Polytechnic Institute is not responsible for losses incurred on housing, travel or other arrangements.

## SECTION H

### GREIVANCE POLICY

- I. Students should discuss any misunderstandings and issues regarding enrollment and cancellation with registry personnel.
- II. If unable to come to a mutually acceptable conclusion in keeping with item (i) of this policy, student should make a formal presentation of the issue to the Chief Executive Officer of the Institute

---

I hereby certify that the information given by me on this registration form is true, complete and accurate to the best of my knowledge. I further understand that any fraudulent statement will result in immediate dismissal from the programme. I further understand the Enrollment Policy and Cancelation Policy outlined in sections F, G and H of this document respectively.

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

## SECTION I

### FOR OFFICE USE ONLY

Registration fee paid.       Yes       No

Tuition Fee(s) paid:      **Total \$** \_\_\_\_\_

Date Received \_\_\_\_\_ Financial Status \_\_\_\_\_

Officer's Signature \_\_\_\_\_ Date: \_\_\_\_\_