



BUSINESS TRAINING CENTER
#4 Fort Lane, Roseau, Commonwealth of Dominica
Tel: 767-448-0248 Email: btcdominica@gmail.com

REGISTRATION FORM

PLEASE COMPLETE IN BLOCK LETTERS

PERSONAL INFORMATION

NAME: _____
SURNAME FIRST NAME MIDDLE NAME

HOME ADDRESS _____

TELEPHONE NOS: HOME _____ WORK _____ MOBILE _____

PASSPORT /SOCIAL SECURITY # _____ E-MAIL ADDRESS _____
(Please indicate which one)

GENDER: Female Male RELIGION: _____

DATE OF BIRTH: ____/____/____ Age _____ NATIONALITY: _____
DD MM YY

ACADEMIC QUALIFICATIONS

SCHOOLS ATTENDED	Please tick accordingly	No. Subjects/Grade achieved
_____	O'Levels	_____
_____	A' Levels	_____
_____	Other	_____

Please indicate any other qualifications you may wish to inform us of: _____

FINANCIAL INFORMATION

Please list your source of finance for your program.

_____ Employment _____ Spouse _____ Parent _____ Siblings

Other (please specify) _____

EMPLOYMENT INFORMATION

PLACE OF EMPLOYMENT _____

OCCUPATION _____ No. YEARS EMPLOYED _____

MEDICAL INFORMATION

Please indicate if you have any frequent illness _____

In case of an emergency, please contact: _____ MOBILE: _____

ADDRESS: _____ TELEPHONE NO: _____

PROGRAM CHOICE

PROGRAMME OF ENROLLMENT: _____

MODE OF ATTENDANCE:
(Please tick accordingly)

FULLTIME

PART TIME

OTHER INFORMATION

I first learned about BTC through:

RADIO STATION

TELEVISION

FLYER

BTC STUDENT

WEBSITE

OTHER _____

PLEASE SPECIFY

I certify that all information listed on this is correct and true. I understand the following terms and conditions:

- a) Full tuition fees must be paid within the specified period.
- b) Request for refunds must be made as specified in the contract below. Schedule of refunds of tuition is as follows:

During first week of classes	90%
During second week of classes	70%
During third week of classes	50%
During fourth week of classes	25%
After fourth week of classes	none
- c) All refunds are subject to a minimum administrative charge of one hundred dollars (\$100.00).
- d) The registration fee is NON-REFUNDABLE.
- e) All prices are subject to change without prior notice.
- f) BTC reserves the right to discontinue my enrollment if I miss two consecutive monthly payments during my course time.
- g) After paying my deposit of \$_____, I agree to settle my outstanding balance by making regular payments of not less than \$_____ every 30 days after the start date of my program.
- h) I agree to pay all expenses incurred by BTC to recover expenses in trying to recover my overdue account, should my payment go into arrears.
- i) In applying to BTC, I understand that a code of dress and behaviour is in effect and any violation can result in expulsion without a refund.
- j) If I do not take classes within one year of paying/registering, I have forfeited the class. The class will no longer be made available to me on the same cash receipt and I am not entitled to a refund.

Please indicate by your signature below that you have read and received a copy of the school regulations, financial information and fact sheet and agree to abide by the policies therein.

I confirm that I, _____ have an outstanding balance to BUSINESS TRAINING CENTER of \$_____. I agree to pay the balance of \$_____ the final amount to be paid by _____.

I adhere to the rules of this institution and understand that failure to do so will result in expulsion without a refund.

SIGNATURE.....

DATE/...../.....

WITNESS

DATE...../...../.....

Tuition / Course Fee \$	Registration Fee \$	Discount \$	Total Fee \$
Deposit \$.....	Balance \$.....		
Official Signature		

Academic Requirements fulfilled

YES

NO