



SKILLSMART PROGRAM

COURSE ENROLMENT FORM

HANSOL GEONETWORKS NIGERIA LIMITED

No 41A, Joel Ogunnaike Street,
G.R A Ikeja
Lagos State

No 69, Kuto Road
Abeokuta
Ogun State

Tel: 08038639333, 08038450002, 08034845700, 07027691410

www.hansolresources.com

1 HANSOL LEARNING CENTRE

Please, tick the HANSOL EduCentre you wish to attend

 Abeokuta Centre Lagos Centre**2 PERSONAL INFORMATION**

Title (Mr/Mrs/Miss/Dr/others)	First Name	Surname
Contact address		
Phone	Email address	
Date of Birth (e.g July 4th)	Sex: M/F	
Marital Status	Nationality	
Referee (Please, provide the name & address of one referee)		Emergency Contact

3 INTENDED COURSE

Title of Course:

4 ACADEMIC QUALIFICATIONS

QUALIFICATION	INSTITUTION / EXAMINATION BODY	YEAR

5 STATISTICAL INFORMATION (use for statistical reporting only)

1 How did you find out about the SkillSmart Training Program

- Friend Poster / Flyer Hansol Website
 Radio / TV Word of mouth Others (Please specify) _____

2 What is the purpose of your enrolment

- Gain employment Personal development Professional development

3 Which best describes your current employment situation

- Employed, full time Employed, part time Self-employed
 Not employed Student Retired

OFFICE USE ONLY

Enrolled by _____ Date _____ Receipt No _____

TERMS AND CONDITIONS

To Enrol

1. Complete one enrolment form per person for each course.
2. To enrol in more than one course, download a new form or come to the office for more.
3. Bring the duly completed form and evidence of payment (Bank teller) to our office.
4. Enrolment cannot be accepted without payment

Payment

5. All payments are made at any branch of GTBank to the following account:
 Account Name: HANSOL GEONETWORKS NIGERIA LIMITED
 Account Number: 7755275110
 Bank: GUARANTY TRUST BANK plc
 Branch: Adetokunbo Ademola, Victoria Island
6. Please note: We do not accept cash payment at our office premises

Who Can Enrol

7. Anyone who has a passion to learn and is prepared for an intensive two weeks of learning.
8. No prerequisite qualifications are required unless specified in the course description.
9. Before enrolling in these courses please check the suitability of your experience and/or qualification with the course administrator, phone 0803-863-9333.

Withdrawal from Course / Refunds

10. A Candidate wishing to withdraw from a course before commencement of the course may do so and be refunded. However, a handling charge of 10% of the course fee will be deducted from such refund. To be considered, notification of withdrawal should be done not less than two working days prior to the course commencement
11. A Candidate with a genuine reason to withdraw after only two days of attendance may be entitled to a refund, which shall not be more than 50% of the course fee. Such request is treated on a case by case basis.
12. Under any circumstance, any Candidate that that has attended more than Four (4) days of training cannot be considered for any refund if such candidate wishes to withdraw.
13. No shows (i.e. Candidates absence without prior approval) shall attract no refunds.
14. If a candidate is expelled from the program for gross misconduct such as theft, fighting, sexual harassment etc., such candidates would not be entitled to any refunds.

Course Cancellation or Postponement

15. Courses with low enrolment may be cancelled or delayed. You will be notified of this 48 hours prior to course commencement. In case of cancellation you will be offered a transfer or full refund.

Public Holidays

16. Where practicable, classes shall hold on Public holidays unless mutually agreed otherwise.

Materials and Textbooks

17. Course materials (handouts and folders) will be provided, however Candidates shall bring their own writing materials. No Textbooks and licensed software shall be given to Candidates.

Photographs and right to use

18. I consent to photographs being taken of me during my participation in the SkillSmart Course. I acknowledge that the photographs are owned by Hansol Geonetworks and that they may use the photographs for promotional purposes without my further consent being obtained.

STUDENT'S ACKNOWLEDGEMENT

I have read and agreed to the terms and conditions of enrolment above.

FULL NAME (in block print): _____

SIGNATURE: _____

DATE: ____/____/____

OFFICE USE ONLY

Enrolled by _____ Date _____ Receipt No _____