

TRAINING NOMINATION FORM

Learning Voucher No(s). _____

Date _____

Company Name			
Nominee(s) Name	Nominee(s) Designation	Module No./ Title	Batch Number/ Date(s)

I hereby endorse the above-mentioned name/s to the training course and date/s indicated above. I further attest that I understood the Terms & Conditions of Prime Academy as stated below.

Endorsed by Authorized Signatory

Name	Designation	Signature / Date

Terms and Conditions

1. The account must be active.
2. The lower module is always a prerequisite of the higher module e.g. Module 1 is a prerequisite of Module 2, Module 2 isa prerequisite of Module 3 and so on.
3. Non-appearance or cancellation of enrollment within two (2) weeks before the start of the class forfeits the learning voucher/s.
4. Nominee must attend at least 75% of the class to earn a Certificate of Attendance.
5. Enrollment will be on a first-come-first-served basis. Schedules for at least six months shall be available for clients to choose their own class schedules.
6. Performance evaluation will be submitted to the client's authorized signatory.
7. Learning Credits are valid until the expiration date indicated on the Learning Voucher.

..... Do not fill this out. For Registrar's use only.

Received by	Date Received
Remarks	

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