

## IN-HOUSE TRAINING REGISTRATION FORM

Company information	
Company Name	
Activity	
Contact Name and position	
Address	
Phone number	
Email	
Website	

Training Program <i>Indicate other training if not provided</i>	Your available dates here	Candidate name(s)
Project Management		
Hands-on Excel Training		
Customer Relations		

Trainee's information	
First and last name	
Date of birth	
Gender	
Position in the company	
Highest degree	
Email	

**CCIFG - Chamber of Commerce and Industry France Ghana**  
 17 Alema Road, off Dr Amilcar Cabral Avenue  
 Airport Residential, Accra - Ghana  
 +233 (0)508 40 66 15 // +233 (0)260 83 86 37  
[bssintern@ccifranceghana.com](mailto:bssintern@ccifranceghana.com) - [info@ccifranceghana.com](mailto:info@ccifranceghana.com)  
[www.ccifrance-ghana.com](http://www.ccifrance-ghana.com)

*By signing this document, you agree to all terms and conditions provided.*

Cell phone	
<b>Trainee's information</b>	
First and last name	
Date of birth	
Gender	
Position in the company	
Highest degree	
Email	
Cell phone	
<b>Trainee's information</b>	
First and last name	
Date of birth	
Gender	
Position in the company	
Highest degree	
Email	
Cell phone	
<b>Trainee's information</b>	
First and last name	
Date of birth	
Gender	
Position in the company	
Highest degree	
Email	
Cell phone	

Registration form is to be mailed to [bssintern@ccifranceghana.com](mailto:bssintern@ccifranceghana.com), and [info@ccifranceghana.com](mailto:info@ccifranceghana.com)

Payment is to be made at the latest 1 week before the training starts:

in cash at CCI France Ghana or by check to the order of CCI France Ghana

by transfer to CCI France Ghana at SOCIETE GENERALE (SSEBGHAC) - A/C 0600005418003

Authorized Signatory:

Date:

Signature:

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## TERMS AND CONDITIONS

### Fees and Charges

- Subject to any special terms agreed between CCIFG and the trainee, the trainee shall pay the Course Fees as to 100% on submission of the Registration Form.
- The Company is not obliged to hold a place for a trainee on a particular training programme where the trainee has not paid any sum(s) due by the time for payment
- All charges quoted are tax inclusive.
- CCIFG reserves the right to refuse the trainee admission to the specific course booked where all course fees have not been paid in full by the times set out in this Clause.
- If the trainee attends any part of the Course then the Course Fees in full shall be due and payable and no refunds shall be payable except as specifically set out herein.

### Payment

- Fees must be paid at least 1 week before the training starts
- A receipt will be issued when payment is received to confirm payment. Please note that if you do not provide accurate details for bank transfer, your application will be deemed void. CCIFG will not accept any liability for costs incurred as a result of applications deemed void in this manner.
- Sales taxes (VAT, NHIL and GETFund) are charged at the applicable rate.
- CCIFG does not invoice for fees, or accept payment, by instalments.

### Cancellation

- The trainee may cancel Training on **1 week notice** to CCIFG. Cancellations must be provided in writing to [bssintern@ccifranceghana.com](mailto:bssintern@ccifranceghana.com) or [info@ccifranceghana.com](mailto:info@ccifranceghana.com).
- Training may not be cancelled within one day of the start date of the Training.
- Trainings may not be cancelled under any other circumstances therefore non-refundable.
- If a trainee fails to attend all or part of any Training, full payment of the Charges shall be required.
- If a refund is approved by CCIFG, it will be made through the original mode of payment only.