



Please complete all sections of this application form in full. Failure to do so might delay your enrolment.

ENROLLMENT FORM

STEP 1:	
STUDENT/ DELEGATE DETAILS (Please input names on official legal document, example; Passport)	
First Name:	Surname:
Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date Of Birth:
Home Address:	Nationality
Mobile Number:	Post Code:
Email:	

Company Name:	Post Code:
Department:	Work Tel Number:
Work Email address:	
Work address:	

STEP 2:

PRODUCT REQUIRED:			
Course	Learning Method	Exam date	Price

Total		
Exam Venue:	Nigeria.	
Exempt from IGC 1? (tick) Yes () No ()	Previous NEBOSH number	Date Passed:



STEP 3 - ADDITIONAL INFORMATION

How did you hear about WHSE, RRC-UK?

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What are your reasons for enrolling on this course?

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STEP 4 – METHOD OF PAYMENT (tick the box below)

- I have enclosed my fees in full. If cheque/ banker's draft, please make it payable to WHSE Nigeria Ltd.
- I wish to pay by instalments.
- Please invoice my employer (Please attach official purchase order/letter of Authorisation).

STEP 5 – PREVIOUS COURSES/ QUALIFICATIONS AND EXPERIENCES.

Please give details of any previous qualifications held or courses you have attended.

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Please give details of your HSE experiences if any..

STEP 6 – SPECIAL CONCERNS.

Please indicate any special concerns you may have about the course and areas in which you might require special help. Please indicate any special educational needs or disabilities that might impact your studies:



TERMS AND CONDITIONS

1. LEARNING AGREEMENT:

The Learning Agreement sets out your entitlements and obligations as a student of WHSE, Nigeria and RRC UK. It constitutes the terms and conditions of your enrolment. If you do not wish to be bound by these terms, you can cancel your course within the timescales detailed below and receive a refund/credit of the fees less any expenses incurred by WHSE and RRC.

2. CANCELLATION:

We are very confident that you will be delighted with your studies but, should you feel less than satisfied, you can cancel under the following terms within your enrolment period (defined as the period to your nominated exam date or 12 months from enrolment date for units/subjects where the nominated examination date is not determined).

3. FACE-TO-FACE COURSES:

A refund of the full course fee is obtainable for cancellations received more than 60 days before the scheduled course start date.

A refund of 50% of the course fee is obtainable for cancellations received between 30 and 59 days before the scheduled course start date.

A refund of 20% of the course fee is obtainable for cancellations received between 10 and 29 days before the scheduled course start date.

4. DISTANCE AND E-LEARNING COURSES:

A 40% refund of the course fees is obtainable for cancellations received at any time within 10 days following the acceptance of your application. Subject to the return, in good condition, of any printed materials supplied and the receipt of a written confirmation that any electronic copies of the materials have been destroyed within the 10-day period.

PERIOD OF ENROLLMENT:

Expect to be enrolled within 8 -9 working days.

5. FEES:

We do not intend to change the prices but unfortunately, they are likely to change in the case of British council increasing their prices, exam governing bodies increasing their prices, or the Naira being further devalued.

Payments to enrollment that exceeds a period of 9 months, will automatically be cancelled.

5. EXAMINATIONS ONLY:

No refund of the exam fee is obtainable for cancellations received up to the date RRC register the examination with the examining body.

6. RESIT:

Candidates who are unsuccessful in their examinations will pay re-sit fees which would be determined by the accreditation institution. In a case where a client's enrolment has expired, he/ she will be required to re-enrol for that course.

PRACTICAL ASSESSMENT:

Distance and e-learning students will submit their practical assessment (if applicable) directly to RRC training UK via **air mail** and by means of a service with a **track back** facility so that in the event of non-arrival, the route and possible location of the missing packages or parcels can be traced.



Address:
RRC Training
Tuition House
27- 37 St George's road
London
SW 194DS

Students will bear the courier cost as this is not part of the course fee.
However, if you will prefer to submit your practical assessment (if applicable) to WHSE, you will pay a courier fee of **N7,000**.

CERTIFICATES:

Certificates are to be picked up from our office.

STEP 7 – ACCEPTANCE OF TERMS AND CONDITIONS.

I, _____ wish to enroll as a participant of the above programme, and I agree to pay the fees as stated and to be bound by the terms and conditions set out by WHSE and RRC –UK.

I agree. Signed: _____ Date: _____

*Thank you for choosing WHSE, Nigeria and RRC-UK.
Please return your filled form to:*

WHSE Nigeria LTD.
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07069612551,09092284110.
info@whsenigeria.com
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