



ELD Training

empowerment, learning, development

DISTANCE TRAINING REGISTRATION

PART A: To be completed by the Participant

1. About You

Title

Mr.

Ms.

Dr.

Family Name

First Names

Name for Certificate

Gender

Male

Female

Date of Birth

Contact E-mail Address

Secondary E-mail Address

Contact Telephone (Work) - please include area and country code

Mobile Telephone

Facebook

Skype

2. About your Work

Organization / Project

Web site

Type of Organization

If other. please specify

Sector

Job Title

Brief Description of Responsibilities

Previous Work Experience

3. Education and Training

Education (highest qualification)

Other Relevant Training Attended in Last 3 Years

4. About the Course

Training Course you are applying for

Why have you chosen this course? Please give as much detail as you wish.

Are you ready to start immediately?

Yes

No

If 'No', please indicate preferred start date

Have you attended an ELD Training Course before?

Yes

No

If yes, please give details.

Are you confident in your ability to fully participate in training conducted in English?

Yes

No

Who is paying for the course?

How did you hear about ELD Training?

Please read through the Terms and Conditions before sending this application

I have read and understood the Terms and Conditions

Part B: To be completed by the Participant's Sponsor or Manager

Sponsor Details

If you are paying for the course yourself, please tick here and go to Section C

Choice 1

1. About You

Title

Mr.

Ms.

Dr.

Family Name

First Names

Organization / Project

Web site

Type of Organization

Job Title

Contact E-mail Address

Contact Telephone (Work) - please include area and country code

What skills do you expect the applicant to acquire from the training? How will the applicant use the skills acquired? (Please give details)

Part C: To be completed by the Participant's Sponsor

Payment Information

Preferred currency for invoicing

Preferred method for payment

If other, please explain here

Are there any restrictions that will prevent you from paying the course fee on time?

E-mail address for invoicing

Name to be invoiced (full name of organization)

Please read through the Terms and Conditions before sending this application

I have read and understood the Terms and Conditions

[CLICK HERE TO SUBMIT THE COMPLETED APPLICATION](#)

or save the document and send as an email attachment to mail@eldtraining.com

Terms and Conditions: Distance Training

Enrolment

- Enrolment implies immediate start. If you wish to start at a later date, you must indicate this in the enrolment form.
- When enrolling, you must also send us this completed registration form.
- When you enrol, you will receive:
- All your materials via download
- A schedule for assignments

Assignments and Tutoring

- There is a 30-day period for submission of each hand-in assignment.
- Hand-in assignments must be submitted on time or will not be graded and no marks will be carried over to the final score.
- You are welcome to submit assignments earlier than the deadline, but you may not receive responses earlier than 10 days after the official submission date.
- When each assignment is returned to you your tutor will propose an appointment for a Skype session. This is optional, and does not form a core part of the course.

Payment

All payments are 100% in advance and non-refundable.

The fee covers:

- All training materials
- Personal feedback from your tutor for your 5 hand-in assignments
- Optional Skype meetings with your tutor after your assignments are returned to you.
- One follow-up submission and feedback 3 months after the course end
- ELD certificate by post

Postponements and Cancellation

- A postponement of submission of hand-in assignments is possible only with prior agreement from ELD at least 2 weeks before the due date. Requests for postponements will not be accepted later than this. You may only do this one time during the programme.
- Inability to participate due to personal circumstances or change in circumstances is not grounds any refund.
- If we do not hear from any participant for 60 days we assume they are no longer participating in the course and their place is cancelled.

comments you make in correspondence with tutors in our informational material so others can better understand the course. We may or may not attribute your name when quoting feedback. If you do not wish your opinions to be made available to others, please inform us.

Communication

You are responsible for ensuring that you have a valid email address and that mail from the domain eldtraining.com is not blocked by any spam filter or other mail filter. We will not resend multiple times to addresses from which mail bounces back. If necessary speak to your system administrator about marking mails from ELD as 'safe'.

Privacy

All information collected through application forms and via our web site is held in confidence and is not shared with anyone. While we encourage you to sign up to our newslister at our web site so we can keep you updated, we may contact you directly by email either:

- To follow up on the course
- To invite you to participate in any research / evaluations we may be doing of our own work
- To very occasionally announce any major news of interest - not training announcements, but if, for example, we introduce a new service or a new training course, or if we start operations in a new country

We reserve the right to quote any comments you make in correspondence with tutors in our informational material so others can better understand the course. We may or may not attribute your name when quoting feedback. If you do not wish your opinions to be made available to others, please inform us.