

# SHORT COURSE APPLICATION FORM



Please complete the form in BLOCK CAPITALS

1. Surname or Family Name:

2. First Name or Given Name(s):

3. Title (Ms, Mrs, Mr etc.):

4. Address for correspondence:

5. Telephone Number (Day-time):

6. Email:

7. Date Of Birth:

8. Is English your first language? YES/NO  
(If 'NO', in what language has your previous education been pursued?)

9. Name the course/module for which you are applying:

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10. Please give brief details of work experience relevant to the course/module you wish to take:

11. It would be very helpful to us if you could indicate how you heard about the course/module for which you are applying:

Internet (Google, LinkedIn, etc.)  
(If so, which one?)

Course brochure mailed to me

Course brochure given to be my an acquaintance

Recommended by a friend

Website

Other  
(please specify:)

12. Have you previously taken a course at Nafta? YES/NO

(If 'YES', please state the title of course:

13. Please sign and date:

Signed:	Date:
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When completed, this form should be returned to [info@naftaco.com](mailto:info@naftaco.com)

**Data Protection Act** The Nafta will hold your personal data on its computer database. This information may be accessed, retrieved and used by the Nafta and its associates for normal administrative purposes. It will be not be distributed to third parties. The Nafta may also periodically send you information on training courses, events, conferences and publications in which you may be interested. If you do not wish to receive such information, please tick this box

## General information

### Entry Requirements

Whilst no formal qualifications are required in order to participate in our training courses, it is likely that applicants will have been educated to the universities bachelor level.

In addition, applicants should have a reasonable ability to understand spoken and written English. The ability to write in English would be useful but not essential.

### Payment

Full payment must be received before a place can be guaranteed. Please note that VAT may be liable to amendment. All prices are correct at the time of going to press, but may be subject to change without prior notice.

### Acknowledgement of registration

Confirmation of registration will be sent to all delegates. Joining instructions will be sent out prior to the start date of the course. If you have not received your acknowledgement 15 days prior to the start date of the course, please contact Nafta to confirm your booking.

### Language and course materials

All presentations, course materials and supporting documentation will be presented in English. Audio-visual recording of presentations is strictly forbidden. Course materials cannot be purchased by non-attendees.

### Cancellation

In the event of a delegate cancelling, a refund of the registration fee will be made provided that notice is received in writing as following policy:

Up to 60 days to the start date of the course, 60% refunds will be paid.

Up to 30 days to the start date of the course, 25% refunds will be paid.

No refunds will be paid after 29 days to the start date of the course.

### Substitution

If you are unable to attend, a substitute delegate may attend in your place, provided that Nafta team is notified in advance.

### Enquiries

NAFTA Technology Development Co.

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Fax: [+98 21 8834 9152](tel:+982188349152)

[info@naftaco.com](mailto:info@naftaco.com)

[www.naftaco.com](http://www.naftaco.com)

### Kish Entry Visas

Please note that one of our facilities is located in Kish Island. Kish Island was ranked among the world's 10 most beautiful islands in 2010, and is the fourth most visited vacation destination in Southwest Asia. Foreign nationals wishing to enter Kish Free Zone are not required to obtain visas prior to travel. If you wish to attend a course, no need to apply for Visa.