

# PROGRAM REGISTRATION

Please complete all sections in full. Print, sign and send the completed copy to:  
[info@qfba.edu.qa](mailto:info@qfba.edu.qa) | T +974 4496 8333 | F +974 4496 8334



\*Fields marked with an asterisk are mandatory

## CONTACT INFORMATION

First Name:*	<input type="text"/>	National ID/Passport No: *	<input type="text"/>
Last Name:*	<input type="text"/>	Phone No:	<input type="text"/>
Gender:	<input type="text"/>	Mobile No:*	<input type="text"/>
Nationality:	<input type="text"/>	Email:*	<input type="text"/>
Date of Birth:	<input type="text"/>		
Educational Level:	<input type="text"/>		

## COMPANY INFORMATION

Name of Company:	<input type="text"/>	Office Address	<input type="text"/>
Industry:	<input type="text"/>	Address Line 1:	<input type="text"/>
Job Title:	<input type="text"/>	Address Line 2:	<input type="text"/>
Department:	<input type="text"/>	Country:	<input type="text"/>
		PO Box:	<input type="text"/>
		Where did you hear about us?	<input type="text"/>

## COURSE INFORMATION

Program 1:	<input type="text"/>
Start Date:	<input type="text"/>
No of Participants:	<input type="text"/>
Course fee/person	<input type="text"/>
Program 2:	<input type="text"/>
Start Date:	<input type="text"/>
No of Participants:	<input type="text"/>
Course fee/person	<input type="text"/>
Total Price:	<input type="text"/>

## BILLING INFORMATION

<input type="radio"/> Please invoice me	<input type="radio"/> Please invoice my company				
Name:*	<input type="text"/>	<input type="checkbox"/> Same as above	Contact Person:*	<input type="text"/>	<input type="checkbox"/> Same as above
Company Name:	<input type="text"/>	<input type="checkbox"/> Same as above	Company Name:*	<input type="text"/>	<input type="checkbox"/> Same as above
Email:*	<input type="text"/>	<input type="checkbox"/> Same as above	Email:*	<input type="text"/>	<input type="checkbox"/> Same as above
Billing Address:*	<input type="text"/>	<input type="checkbox"/> Same as above	Billing Address:*	<input type="text"/>	<input type="checkbox"/> Same as above
			Phone:*	<input type="text"/>	

IMPORTANT: Please refer to our Terms and Conditions in the following pages. By signing this Form, the Student agrees and accepts that the provision of the Course by QFBA will be subject to the terms and conditions attached to this Form, including our data protection and privacy and cookie policies ("Terms"). This Form and the Terms will together constitute the entire agreement between QFBA and the Student relating to the provision of the Course. If there is any conflict between this Form and the Terms, this Form will prevail. Enrolment/registration is only confirmed once payment of fee is received.

## QATAR FINANCE AND BUSINESS ACADEMY COURSE REGISTRATION TERMS

This document (together with any documents expressly referred to it contains the terms and conditions of our business ("Terms"). For the purposes of these Terms, Qatar Finance and Business Academy LLC means QFBA ("we"/"us"/"our").

We may, at our sole discretion, amend these Terms from time to time. Before registering for any course, please check these Terms to ensure you understand the terms which will apply at that time. By registering (whether through our website or otherwise) or attending any of our courses you agree to be bound by these Terms.

### 1. GENERAL

- 1.1 Our course fee is set out in the enrolment form or otherwise displayed on our website and/or brochure ("Course Fee"). Course Fees are quoted and payable in Qatari Riyals.
- 1.2 We reserve the right to change the Course Fee from time to time. In the unlikely event the Course Fee displayed on the enrolment, the website or brochure is incorrect, we will notify you as soon as we reasonably can. The correct Course Fee will apply and remain payable.
- 1.3 If you are booking a course through our website, the Course Fee will be shown prior to completion of the online transaction. If you select the "pay by debit or credit card" option to indicate that you will pay to us the Course Fee, we will debit the Course Fee from your credit card or debit card on or after the day you enrol for a course. Credit or debit card details are collected over a secure link.
- 1.4 Following course enrolment, we will provide you with one set of course materials. The cost of such materials is included in the Course Fee unless stated otherwise. The course materials may be used only in conjunction with the course for which you have enrolled and not with any other course, materials or offering.
- 1.5 In some courses, the Course Fee may exclude amounts payable to the professional body for registration, exemptions and examination entries, which will be payable by you.
- 1.6 You may attend the course only if we have received payment for the course in cleared funds from you or your employer. Without prejudice to our rights and remedies under these Terms, we reserve the right to suspend the provision of the relevant course to you if any sum payable is not paid in full on or before the due date.
- 1.7 You warrant that the information supplied on the enrolment form or otherwise in connection with your enrolment is complete and correct and that the giving of false or incomplete information may lead to the refusal of the enrolment or suspension or expulsion from the course (without refund).

### 2. PAYMENT TERMS – INDIVIDUALS

- 2.1 The payment terms contained in this clause 2 will apply where individual participants are making payment directly to us.
- 2.2 Unless stated otherwise elsewhere in our website or course brochure, you must pay to us all Course Fees at least two (2) weeks before the course start date to confirm your booking.
- 2.3 You may make payment using any of the following methods (cash payment is not acceptable):
  - (a) Point of Sale (POS) – using debit or credit cards;
  - (b) Online Payment facility- using debit or credit cards; or
  - (c) Online bank transfer to the following bank account:

<b>Name</b>	Qatar Finance and Business Academy
<b>Address</b>	The Commercial Bank of Qatar Corporate Branch, PO Box 3232 Doha, State of Qatar
<b>Codes</b>	Account Number: 4580-583547-201 Swift Code: CBQQAQAA IBAN: QA25 CBQA 0000 0000 4580 5835 47201

### 3. PAYMENT TERMS – BUSINESS

- 3.1 If your employer is paying the Course Fee directly to us:
  - (a) we will agree to accept payment from your employer only if your employer has provided a written authorisation (email, fax or hard copy) and details of the contact person in your organisation to whom the invoice should be sent.
  - (b) We will then invoice your employer directly and payment of the Course Fee will be due immediately upon receipt of invoice and two (2) weeks prior to the course start date whichever is earlier and payment can be made via any of the methods described in clause 2.3 above.

### 4. CANCELLATION/ WITHDRAWAL/NO SHOW AND REFUND

- 4.1 All notices for course withdrawal or cancellation must be sent to us in writing either by email or facsimile.
- 4.2 You will only be entitled to a full fee refund (less our administration charge of QAR250) if you sent to us your written notice of cancellation at least two (2) weeks before the course start date.
- 4.3 Subject to clause 4.4, if you withdraw from the course within two (2) weeks before the course start date:
  - (a) QAR 500 is payable as administration fee for handling the withdrawal request; and
  - (b) we reserve the right at our sole discretion to retain 50% of the Course Fee plus 100% fees (if any) attributable to course materials.
- 4.4 If you withdraw from the course within one (1) week before the course start date, we reserve the right to retain 100% of the Course Fee plus 100% fees (if any) attributable to course materials.
- 4.5 If there is a no show (ie you do not show up for the course without the requisite prior notice of the cancellation or withdrawal), the full Course Fee plus the material fee are payable.
- 4.6 You may nominate a substitute participant. You will not incur any additional charges if you send a substitute participant to the course for which you have enrolled.
- 4.7 Notwithstanding any other Terms, refunds are not available for any amounts paid for course materials, where the materials have been supplied to you.

### 5. COURSE DEFERRAL

- 5.1 If you wish to defer the course attendance to a later date, you may do so subject to availability and our prior written approval and provided that send your deferral request to us at [info@qfba.edu.qa](mailto:info@qfba.edu.qa) at least two (2) weeks before the course start date.
- 5.2 We reserve the right to charge an administration charge of QAR 250 for any course deferral for processing your request.
- 5.3 No refund will be made and the Course Fee paid will be carried forward and applied to the deferred course date.
- 5.4 It may be necessary to purchase new course materials upon commencement of deferred course. These are not included in amount previously paid and will be invoiced separately.

### 6. INTELLECTUAL PROPERTY RIGHTS

- 6.1 We or our education partners or licensor or the developer (each a "Licensor") own all intellectual property rights in or arising out of or in connection with the provision and delivery of all our courses, the course materials and content.
- 6.2 Use of the course materials not expressly permitted in these Terms is strictly prohibited and will constitute an infringement of either our or our Licensor's copyright or other intellectual property rights.
- 6.3 You may use the course materials solely for the purposes of attending and completing the course. You acknowledge that, in respect of any third party intellectual property rights, your use of the course materials is conditional on us obtaining a written licence from the relevant Licensor on such terms as will entitle us to grant such right to you.
- 6.4 At all times, we and/or the Licensor, will remain the owner of the intellectual property in the courses, the course materials and content. You must not:
  - (a) modify, copy, reproduce, re-publish, sub-licence, sell, upload, broadcast, post, transmit, make available, disseminate or distribute in any way any of the course materials or content;
  - (b) modify, adapt, merge, translate, disassemble, decompile, recompile or reverse engineer any software forming part of the course materials or content or create derivative works based on the whole or any part, or which incorporate, the course materials or contents into any software program.

### 7. LIMITATION OF LIABILITY AND WARRANTIES

- 7.1 Nothing in these Terms limits or excludes our liability for:
  - (a) death or personal injury caused by our negligence;
  - (b) fraud or fraudulent misrepresentation.
- 7.2 Subject to clause 7.1:
  - (a) under no circumstances will we be liable to you, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with these Terms; and
  - (b) our total liability to you in respect of all other losses arising under or in connection with these Terms, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, will not exceed the value of the Course Fees paid by you.
- 7.3 It is your responsibility to verify that the course you have chosen is suitable and will meet your needs. We do not make any commitment or promise or give any representation, assurance, warranty or guarantee to you that:
  - (a) you will obtain any particular result from your chosen course or of the materials provided in such courses;
  - (b) you will receive any particular qualification on completion of the course (unless otherwise expressly stated on our website or our brochures);
  - (c) the course that you enrolled for (including the course materials and content) will be error free.
- 7.4 Except as set out in these Terms, to the fullest extent permitted by law, we exclude all warranties, conditions and other terms implied by law, custom or conduct.
- 7.5 This clause 7 will survive termination or expiration of these Terms.

### 8. MISCELLANEOUS

- 8.1 Force Majeure
  - (a) For the purposes of these Terms, Force Majeure Event means an event beyond our reasonable control including but not limited to strikes, lock-outs or other industrial disputes (whether involving our workforce or that of any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.
  - (b) We will not be liable to you as a result of any delay or failure to perform our obligations under these Terms as a result of a Force Majeure Event.
  - (c) If the Force Majeure Event prevents us from providing any of the courses, we will have the right to cancel the course or you may withdraw from the course giving written notice to the other.
- 8.2 Notices
  - 8.3 Any notices required to be served on any party under these Terms will be deemed properly served if sent by courier or registered post to the last specified postal address, or by email to the last specified email address. A notice delivered personally is deemed to be given on the day on which it was left at the specified address. A notice sent by post is deemed to be given on the day it was posted as evidenced by the sender. A notice sent by facsimile or email is deemed to be given on the day it was sent.

#### 8.4 Data Protection

We expressly agree that we are permitted to hold, process, store and the information we receive from you or otherwise hold about you in accordance with these Terms and our data protection, and privacy and cookie policies. Please click on the following link for a copy of these policies;

[QFBA Data Protection and Privacy Policy](#)

[QFBA Cookie Policy](#)

#### 8.5 Transfer of your personal data

You expressly and unconditionally consent to us processing, transferring and/or releasing your personal data to our Licensor and its education partners outside of the Qatar Financial Centre jurisdiction for the purposes of administering and delivering the Course to you. The personal data that we may transfer and release includes without limitation your name, email address, home address, mobile and home telephone number, amount invoiced for the course, your employer's name, title, and contact details and such other information that the Licensor may request from time to time..

#### 8.6 Compliance with our Policies

You must, at all times, comply with all our policies and procedures that we may notify you from time to time including but not limited to our health and safety policies and procedures and privacy policy.

#### 8.7 Third Party

A person who is not a party to these Terms will have no rights under or in connection with such Terms.

#### 8.8 Governing Law and Jurisdiction

These Terms, and any dispute or claim arising out of or in connection with such terms or their subject matter or formation (including non-contractual disputes or claims), will be governed by, and construed in accordance with, QFC law. The parties irrevocably submit to the exclusive jurisdiction of the QFC Civil and Commercial Court.

#### 8.9 Entire Agreement and No Reliance

These Terms constitutes the entire agreement between you and us supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter. You acknowledge that you have not relied on any statement, promise, warranty or representation made or given by us or on our behalf which is not set out in these Terms. You agree that you will have no:
 

- (a) remedy in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in these Terms agreement.
- (b) claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in these Terms. The provisions of this clause are subject to clause 7.1.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date