KBA Training Centre Pte Ltd
A member of IMCA

CLIENT OFFSHORE DIVING AWARENESS WORKSHOP

APPLICATION FORM

Attach a Passport size photograph

PRINT NAME ON BACK OF PHOTOS

No Dark Glasses

To apply for the Client Offshore Diving Awareness Workshop Course, submit this application along with required photocopies of documents and a photo to KBAT for review and acceptance. Please use the checklist below to ensure that you have included all required documentation with this application.

PLEASE TYPE OR PRINT CLEARLY

Name: Mr/Mrs/Miss			
Mailing Address:			
City:	Country:		Postal Code
Home Phone:	Business Phone:		
Fax:	E-mail:		
Date of Birth: /Day / Month / Year		Age:	Sex: M / F
Date of Last Medical:		Medical Carried out by:	

DIVING QUALIFICATIONS (IF ANY)	COMPANY EMPLOYED WITH	POSITION WITH IN THE COMPANY	NUMBER OF YEARS IN CURRENT POSITION

Please write a brief description of previous offshore diving project experience or relationship with any offshore diving projects:-

HOW DID YOU HEAR ABOUT US? (Delete as applicable)

Company sourced / Internet sourced / Direct Enquiry / Flyer / Friend / Former Trainee or Referral.

- **If from former Trainee – Please state previous course(s) taken with KBAT: _____**
- **If from Referral – Please state referrer's full name:_____**

I certify that the information herein is true and correct to the best of my knowledge and I understand that this application is subject to approval by IMCA and KBAT.

Signature _____ Date _____

KBA Training Centre Pte Ltd
No. 15, Changi North Street 1, #02/36-36 I-Lofts @ Changi, Singapore 498765
Tel: +65 6542 4984 • Fax: +65 6542 5584
email: courses@kbatraining.org • website: www.kbatraining.org

CRS/006/11-13
RC:200602439G

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Terms and Conditions

- KBA Training Centre Pte Ltd (KBAT) is the final authority on the interpretation of these rules.
- Notwithstanding any other item herein, neither party shall be liable to the other under, arising out of or in connection with this agreement.

Payment

- All prices are quoted in Singapore Dollars + 7% GST + applicable examination fees if required.
- We do not accept credits cards or NETS.
- We can accept payment in CASH (SGD$ or USD$), via PayPal from our website, company cheque or Telegraphic Transfer. Bank transfer is only available for Singapore Bank Account holders. All cheques should be crossed and made payable to
    - **KBA Training Centre Pte Ltd**
- All charges incurred from Telegraphic Transfer or PayPal will be a the cost of delegates
- Invoices raised on company accounts must be paid as per terms and conditions stated on invoice failure will result in withholding of course or results.
- On confirmation of booking for individuals full payment must be received before commencement of the course.
- Delegates are responsible for payment of their own accommodation/flights/local transportation and reservations.

Confirmation

- All course dates are **provisional** until formal confirmation has been sent.
- KBAT are not responsible for any accommodation, flights, etc. purchased.
- Upon receipt of completed registration notification will be sent regarding the course. Full joining instructions will only be sent once the course is confirmed
- For online courses, once payment has been received the delegate will be sent details on how to access the course and log-in passwords

Change or Transfer

- Until course dates are formally confirmed candidates may change or transfer their booking without additional cost to a similar or different course.

Cancellation

- If KBAT has to cancel the course for whatever reason, a full refund (of the course fee only) will be given to any candidate who has paid a deposit or full amount and cannot transfer to an alternative. KBAT are not responsible for any accommodation, flights, etc. purchased if reasonable cancellation time is provided.
- KBAT reserve the right to cancel a course or amend any course date at any time without liability. Candidates shall be given adequate notice of any changes in writing.
- Once enrolled cancellation or refunds will not be issued for online courses.
- KBAT appreciate that candidates may not be able to attend training courses once booked so cancellations can be accepted without charge until formal confirmation of the course has been sent. After confirmation of the course the following will apply
    - Notice of cancellation after confirmation and up to 3 days before course commencement date (start date) will be subject to a charge of 50% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
    - Notice of cancellation from 3 days before course commencement date to start date (actual start day) will be subject to a charge of 100% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
    - Substitution of nominated delegate where applicable shall incur examination costs or other administrative costs as per the approval body for the course and are subject to acceptance.

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