



**UNIVERSITI KUALA LUMPUR**  
*"Where Knowledge is Applied..."*

**ENROLMENT FORM**

**COURSE TITLE:** \_\_\_\_\_

**Primary Industry Sector** : Education  Manufacturing  Others

How did you first hear about our program? *(Please V in one of the options below)*

Advertisement	<input type="checkbox"/>	Training Directory	<input type="checkbox"/>
Website	<input type="checkbox"/>	Our Representative	<input type="checkbox"/>
Email Marketing	<input type="checkbox"/>	Magazine Insert	<input type="checkbox"/>
Mailing	<input type="checkbox"/>	Other	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>		

**A. Detail Of Participants**

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Title : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Title : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Title : \_\_\_\_\_

Universiti Kuala Lumpur Malaysian Spanish Institute (UniKL MSI) provides Short Course development courses and professional education through CENTRE FOR ADVANCEMENT & CONTINUING EDUCATION (ACE); For further enquiries, please call us at 04-4035 199/200 (ext 112) or 019-523 7199.



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Name : \_\_\_\_\_

Position : \_\_\_\_\_

Title : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Title : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Title : \_\_\_\_\_

**B. Accommodation Arrangement** : Required  Not Required

(Extra cost will be charged for accommodation; if we have quoted you previously, please attach the quotation with this form)

**C. Authorization and Payment Details**

I have read and understand that I/the Organization will become liable for charges including cancellation and transfer charges, if applicable.

Name & Department :	_____
Designation/ Position :	_____
Signature :	_____

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Payment Method (✓ as appropriate )

Cheque payable to Akaun Pungutan UNIKL MSI / CIMB 8006481628

Direct transfer to Akaun Pungutan UNIKL MSI / CIMB 8006481628

Local Order

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### BOOKING INFORMATION

#### Fees

Fees quoted include tuition, course materials, accommodation where appropriate, and all meals for the published duration of the course. Fees are subject to change as decided by the Management of UNIKL MSI at the current rate as fee quoted in the brochure. Fees for participants in groups enrolled under an organization/section/unit will be paid by his/her respective organization/section/unit via Cheque.

Shortly after confirmation of the booking, an invoice will be sent to you. Payment is required **NO LATER** than **30 days** on the date published on the invoice.

A receipt will be sent to you after payment has been made. UNIKL MSI provides Short Course development courses & professional education through **Centre for Advancement & Continuing Education (ACE)**, UniKL MSI.

Payment should be made payable to "**Akaun Pungutan UNIKL MSI**". Bank details are as follows: **CIMB Bank Account Number: 8006481628**

#### Cancellations

Our contract with your organization commences when we write to you to confirm that we have accepted the participants / group into the respective course. We regret that a fee must be charged when confirmed bookings are cancelled or transferred to future dates (unless the postponement is made by UNIKL MSI). In the event of cancellation, you may nominate a substitute but if a substitute could not be replaced, the following scale of charges will apply:

30 days or more: the course fee is refunded in FULL

20 days : 50 % of the course fee is payable

7 days or less : 100 % of the course is payable

By returning this form to UNIKL MSI, we will store your details for the provision of services, administration and analysis of data. In the future we may write or email you with information about our products and services. We **DO NOT** pass your details to third parties for use. Please print and email this form to [svazrah@unikl.edu.my](mailto:svazrah@unikl.edu.my) for booking purpose. ACE will contact you as soon as possible.

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