

Program Registration Form

Please fill in this form and send it to the following fax number: (22) 646 20 46
For further information please contact Bożena Prędkopowicz: (22) 848 05 51 or
b.predkopowicz@coachingcenter.pl

Full Name:

Name of Organization:

Street:

City and ZIP code:

TIN (NIP):

Telephone: **Fax:**

e-mail:

I confirm my participation in:

CoachWise Essentials™ Programme

fee: PLN 3600; on (date) consisting of:

- 2 day training session (from 9:00 till 18:00)
- 4 telephone workshops

Please tick the appropriate discount:

- Group registration, number of persons
- When registering more than 21 days before the event
- other

Course fee is exempt from VAT.

Participation conditions

Program Registration

- By submitting Program Registration Form participants accept training conditions and agree to make all necessary payments.
- Final registration is confirmed upon receipt of the fee for the training: (Bank Account Number: Deutsche Bank PBC S.A. 72191011232602715321210001). VAT invoice will be issued within 7 working days of receipt of funds.
- Places for a given course date are secured according to the fee receipt date.

CoachWise Essentials™ Completion Requirements

- Course participants must attend **at least 13 hours of training sessions**. If absent on more than two hours of training sessions course participants must repeat the entire course. Course retake is possible upon paying an additional fee of **PLN 1,500**.
- Course participants must attend **at least 3 out of 4 telephone workshops**. If absent on more than one workshop participants must retake the entire series of telephone workshops. Retake is possible upon paying an additional fee of PLN 500.

Number of Participants

- Maximum number of participants on a training session – **24**
- Maximum number of participants on a telephone workshop – **15**

Cancellation policy

- Cancellation must be done in writing to the following e-mail address coaching@coachingcenter.pl or fax number 022/ 646 00 28.
- In the case of cancellations made less than 21 days before the event takes place or participants' absence, participants may retake the program on a different date upon paying an additional fee of **PLN 1500** (CoachWise Essentials™ Programme)

Program Cancellation Policy

- Coaching Center reserves the right to **cancel the program** or offer participants an **alternative program date** of the same program without any liability on the part of Coaching Center. If Coaching Center cancels the program participants will receive 100% refund of all fees paid.

Personal Data

I hereby give consent for my **personal data** included herein to be processed for the marketing purposes of the organizer (under the Data Protection Act of 29 August 1997, Dz. U. No.133, item.833), and in particular for receiving commercial information from the organizer in accordance with the Act on Rendering Services Electronically of 18 July 2002 to above given e-mail addresses.

By signing this Program Registration Form program participants accept all the above conditions and authorize Coaching Center to issue invoices without the signature of the payer's authorized person.

Date:

Signature/stamp: