



# Green World Group

## COURSE REGISTRATION FORM

Affix  
Passport Size  
Photograph  
(4cm X 5cm)

**NOTE:** Please read the instructions on the reverse side of the form before filling in your Course Registration Form.  
Please write in **BLOCK LETTERS**. If you are applying for more than one programme, please use a separate form for each programme.

**(It's Mandatory)**

### TRAINING COURSES

NEBOSH : HSW  IGC  PSM  IFC  IDIP

New to NEBOSH  Already Registered with NEBOSH  Re-Sit

NEBOSH IGC 1  NEBOSH GC 2  NEBOSH GC 3

Hall Ticket No. & Course Provider Name \_\_\_\_\_

IOSH : MANAGING SAFELY  WORKING SAFELY

AUDITING COURSE : IMS  EMS

IRCA LEAD AUDIT : ISO 45001:2018  ISO 9001:2015  EMS ISO 14001:2004

ROSPA HUMAN FOCUS : BASIC FIRST AID  BASIC FIRE SAFETY  ACCIDENT INVESTIGATION

PERMIT TO WORK  LIFTING OPERATIONS

CPD COURSES : MOC  HAZWOPERM  BBSM

DIPLOMA COURSES : \_\_\_\_\_

NCFE COURSES : \_\_\_\_\_

OTHER COURSES : \_\_\_\_\_

### PERSONAL DETAILS

Title (please tick) Mr  Miss  Mrs  Dr

Job Title \_\_\_\_\_

First Name \_\_\_\_\_

Organisation \_\_\_\_\_

Middle Name \_\_\_\_\_

Location \_\_\_\_\_

Surname \_\_\_\_\_

Alternate Phone No: \_\_\_\_\_

Note: First Name & Last Name to be mentioned in FULL as per valid Photo ID proof. No Initials Allowed

Name in Full \_\_\_\_\_

Date Of Birth (DD/MM/YYYY) D D M M Y Y Y Y

Address Of \_\_\_\_\_

Nationality \_\_\_\_\_

Correspondence \_\_\_\_\_

Email Id \_\_\_\_\_

Personal Phone \_\_\_\_\_

Postcode \_\_\_\_\_

Examination Date Training Location

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_ IGC 1 \_\_\_\_\_

GC 2 \_\_\_\_\_

GC 3 \_\_\_\_\_

How Do You Know About Us: Website  Reference  Others  Please Specify: \_\_\_\_\_



Green World Group Officially Approved And Listed By



## REGISTRATION PROCEDURES

You can download form online at: [www.greenwgroup.ae](http://www.greenwgroup.ae). You can reserve a place for any programme by calling us on: +971 55 3100 292. If you have made a phonic registration, please record your booking number here

To reserve your place, we need to receive your completed registration form within ten working days from the date of registration. If we do not receive your registration form, you may lose your registration, or you may post this form to us at: [info@greenwgroup.com](mailto:info@greenwgroup.com)

### 1.0 DEFINITIONS

1.1 In these Conditions the following terms shall have the following meaning:-

“Accredited Course Provider” Means the college/teaching institution or other entity which You have chosen and which is accredited or otherwise approved by the appropriate accreditation authority to organize and offer You teaching for required course / or to provide assessment facilities; “Application Form” means the form submitted by You to Green World Group when You apply to enrol or register for a qualification with Green World Group.

“Conditions” Means these Green World Group General Condition for Students;

“Enrolment Fee” means the fee payable by You when you apply to become a Student / Candidate in order to obtain any qualification which is accredited/provided to / by Green World Group.

“Malpractice Policy” means the latest policy relating to malpractice from time to time amended;

“Course Fee” means the fee payable by You when You register to under a specific course/Exam

### 2.0 SCOPE OF TERMS AND CONDITIONS

2.1 These conditions govern Your relationship with Green World Group which may come into force through any registration or enrolment You commit to Green World Group.

2.2 Pursuant to above clause these Conditions shall set out the basic obligations of Green World Group and Your obligations and responsibilities which includes but it's not limited to fees and payments. However, further and more detailed information relating to Your obligations, Your and Green World Group relationship, Your conduct will be set out in details on relevant Policies.

### 3.0 ENROLMENT, TRANSFER AND CANCELLATION

3.1 Your Enrolment with Green World Group will only be effective if and when Green World Group issues You official enrolment receipt and Green World Group has received in full the Enrolment Fees and (if applicable) any other fees specified by it.

3.2 When enrolling for a qualification You are agreeing to abide by the regulations for the qualification as set out in the qualification rules and regulations policy or guidelines.

3.3 Any student who wishes to be transferred from other institution to Green World Group should produce valid reason for the transfer along with any official documents (hall tickets/receipts).

3.4 Enrolment will only be confirmed when the transfer is done to Green World Group by the Accreditation body.

3.5 Green World Group will not be liable for any pending fees/fines related to previous institute or Accreditation body and the student must take responsibility of the same.

3.6 It is the students responsibility to confirm the entries made in the enrolment form and Green World Group is not liable for any incorrect entries made by you in the enrolment form. A photo ID proof has to be submitted along with the enrolment form at the time of enrolment with Green World Group.

3.7 Cancellation of the registration for any course could only be done before the official registration with the Accreditation body. In that case a refund of 50% of the total fees will be refunded, provided you apply cancellation on prior to the commencement of the training.

3.8 For any cancellation after the registration with Accreditation Body, the registration fees / administration fees and any other charges applicable will be deducted.

3.9 Transfer of fees from once course to other course or dates will only be considered on time to time basis based on the date, availability of seats in the course. Registration fees with the accreditation body are not transferable to alternative examinations or later examination sittings, or between candidates.

3.10 Any applicable registration fees for the new dates / course has to be paid by You.

3.11 Green World Group has the right to cancel the course due to any unavoidable situation or any unforeseen circumstances; however Green World Group will re-schedule the course and will inform to all students in much advance as far as reasonably practicable.

### 4.0 PAYMENT OF FEES

4.1 You are liable to pay all fees associated with a course before the exam date without any fail. Green World Group reserves the right to not allow You to attend the exam if any fees are pending.

4.2 30% of the total fees have to be paid at the time for enrolment with green world group otherwise enrolment will not be processed and not permitted to sit in the training. 80% of the total fees has to be paid at the time of registration with the relevant Accreditation body else your registration with Accreditation body will not be processed. Green world group reserves the right to change the above payment schedule based on the location/course type and course schedule.

4.3 100% of the payment including applicable taxes to be completed before examination day.

### 5.0 GREEN WORLD GROUP LIABILITY.

5.1 Green World Group expressly excludes liability for;

5.2 Any loss or damage to Your property unless caused by the negligence of Green World Group or its employees;

5.3 Any loss of profit, loss of earnings, of opportunity or loss of living expenses or any indirect loss suffered by You or due to any other actor omission or negligence of Green World Group of its employees or agents.

5.4 Nothing in this conditions shall operate to exclude Green World Group's liability of Fraud or for death or personnel injury due to its negligence.

5.5 Neither You nor Green World Group shall have any liability to each other for any failure or delay in the performance of obligations due to any cause beyond the relevant Party's reason able control.

5.6 Green World Group have no liability to You should its website be unavailable to access at any time or fails to perform within usual parameters or at all. Green World Group does not guarantee that its website is free from virus and will be uninterrupted or error free.

## 6.0 TERMINATION

Green World Group may terminate Your enrolment or registration at any time by written notice if:-

- 6.1 You breach these Conditions or any terms and conditions contained in any letter confirming your enrolment or any documents or Policies issued by Green World Group at any time; or
- 6.2 You fail to pay any fees due to Green World Group or
- 6.3 It is discovered that You have provided Green World Group through agents or otherwise with any false or misleading information; or
- 6.4 You do not meet all the administrative or academic requirements specified in the Guides issued by Green World Group; or
- 6.5 You are involved any malpractice pursuant to Accredited Course Provider's Malpractice Policy.

## 7.0 VERBAL OR PHYSICAL ABUSE

- 7.1 Green World Group will not tolerate verbal or physical abuse of its employees or agents. Any such incident of abuse may lead to a) restriction of communication with You to specified means e.g. via letter or email only or b) in case with Green World Group, at its sole discretion, considers to be serious or in repeated cases of physical or verbal abuse, termination of enrolment and / or registration with Green World Group, and / or exclusion from future enrolment or registration with Green World Group.

## 8.0 DATA PROTECTION

- 8.1 Green World Group will hold personal information about You and will use the information as follows:-
- 8.2 To process Your applications to Green World Group and administer Your enrolment and registration for relevant Accreditation Body Assessments;
- 8.3 To respond to from employers, recruitment agencies, other Higher Education Institutions, and other similar bodies to verify requests from employers or employment agencies by providing verification or otherwise of information provided by You to employers or employment agencies of Green World Group qualification (Accredited by Accreditation Body) You hold in connection with application for employment;
- 8.4 To respond to data requests from regulatory bodies;
- 8.5 To respond to queries raised by You or the Accreditation Body;
- 8.6 To deal with any disciplinary matters in respect to you;
- 8.7 To recover any monies owed by You to Green World Group;
- 8.8 To administer Green World Group's policies;
- 8.9 To notify You of Your course results;
- 8.10 To carry out research to help Green World Group to improve and plan its accredited qualifications, teaching methodologies, customer service etc.

## 9.0 GENERAL

- 9.1 Failure by Green World Group to enforce strict compliance with these conditions by You shall not be considered to be a waiver of any provisions of these Conditions. No waiver by Green World Group of any breach by you of these Conditions shall be considered as a waiver of any subsequent breach of the same or any other provision.
- 9.2 If any provision of these Conditions is invalid or unenforceable in whole or in part the validity of the other provisions of these conditions and the remainder of the provision in question, shall not be affected.
- 9.3 The contract governed by these Conditions shall be governed by and interpreted in accordance contract is signed by You and the parties agree submit to the non-exclusive jurisdiction of the respective Country Law.
- 9.4 Green World Group is not liable for any incorrect entry by candidates in the "Name in the certificate" column. Candidates will have to bear charges incurred for Certificate name change due to incorrect entry in the registration form.
- 9.5 Candidates must attain minimum 80% attendance during Training Sessions is Mandatory in order to get Course Completion Certificate (CCC).

### PLEASE SUBMIT A COPY OF ANY PHOTO ID MARK THE SAME:

EMIRATES ID  DRIVING LICENSE  PASSPORT COPY  OTHERS  PLEASE SPECIFY: \_\_\_\_\_

### PAYMENT MODE: (PLEASE TICK THE APPROPRIATE BOX):

CASH  ONLINE TRANSFER  CREDIT CARD   
DEMAND DRAFT  CHEQUE  DEBIT CARD

### SPECIFY YOUR POINT OF CONTACT (ACADEMIC COUNSELLOR) IN GWG:

Name of the Academic Counsellor \_\_\_\_\_

### OFFICE USE ONLY:

VERIFIED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPT

REJECT

PAYMENT SCHEDULE: (Actual Fee: AED \_\_\_\_\_ + VAT: AED \_\_\_\_\_)

TOTAL TRAINING COST in AED (VAT Inclusive): \_\_\_\_\_

**MANDATORY INSTALMENT PLAN FOR REGULAR EXAMINATION: (Candidate must PAY accordingly)**

MODE	AMOUNT (AED) + VAT	DATE	MODE OF PAYMENT
1 <sup>st</sup> INSTALLMENT	_____	_____	_____
2 <sup>nd</sup> INSTALLMENT	_____	_____	_____
FINAL INSTALLMENT	_____	_____	_____

Note: I'm accepting the above Payment Schedule SIGNATURE OF APPLICANT \_\_\_\_\_

(OR)

**MANDATORY INSTALMENT PLAN FOR SPLITTING EXAMINATION: (Candidate must PAY accordingly)**

I \_\_\_\_\_ hereby Confirming that I Pay my Initial Registration amount of AED \_\_\_\_\_ (Inclusive of 5% VAT) on \_\_\_\_\_ and Final Due of AED \_\_\_\_\_ (Inclusive of 5% VAT) on or before \_\_\_\_\_ in order to Split my NEBOSH IGC Examinations in 2 different Exam Dates. If I fail to make the payment on said dates I will stick with Regular Examination Plan as per Course Provider Exam Date(s).

SIGNATURE OF APPLICANT \_\_\_\_\_

REMARKS FROM GWG \_\_\_\_\_

**USE OF BILINGUAL TRANSLATION DICTIONARY DURING NEBOSH EXAMINATION**

Candidate (s) / Delegate (s) should carry his / her own Bilingual Translation Dictionary (i.e., English to Other Regional Language. E.g.: English to Arabic / English to Hindi / English to Urdu / English to Tagalog etc.). Additional 30 minutes for NEBOSH IGC & 45 minutes for NEBOSH IDIP will be granted during Examination if the Candidate (s) / Delegate (s) carries his / her own Bilingual Translation Dictionary. If failing to carry the Bilingual Translation Dictionary additional 30 minutes for NEBOSH IGC & 45 minutes for NEBOSH IDIP will **NOT** be granted. **“English to English Translation Dictionary WILL NOT BE PERMITTED inside the Examination Hall”**.

**NOTE**

- ❖ Due to VAT (Value Added Tax) implementation in UAE. Any payment transaction after 01<sup>st</sup> JANUARY 2018 there would 5% VAT on all payment transaction which is been carried-out.
- ❖ If Candidate would like to shift the batch after completion of registration and attended the training session should pay **AED 500 + VAT** for transferring to next upcoming batch (Mandatory Payment). Without payment we will **NOT** transfer the batch.
- ❖ On Cancellation of NEBOSH Training Session, the Registration Fee of **AED 1500 + VAT** will not be refunded. Books Material cannot be returned even if in unopened condition (Cancellation amount may vary after attending training session). On Cancellation of Corporate Course Registration, **50%** of the Total Course Fee will not be refunded, as online access credentials as been allotted. **100%** Re-Examination Fees will **NOT** be refunded and Exam Date **CANNOT** be cancelled at any Circumstance once Registration is completed.

**DECLARATION**

I declare that the information herein is true and correct to the best of my knowledge, I accept the Terms and Conditions within the application document and I understand that this application is subject to approval by Green World Group.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BANK ACCOUNT DETAILS FOR PAYMENT:**

**FOR ONLINE PAYMENT & DIRECT BANK DEPOSIT**

BANK NAME : MASHREQ BANK  
BENEFICIARY NAME IN ENGLISH : GREEN WORLD SAFETY AND SECURITY CONSULTANCIES LLC  
BENEFICIARY NAME IN ARABIC : م.م.ذ.ش. وال صحة ال سلامة لا س ت شارات ورلد جرين  
BENEFICIARY A/C # : 019100036787  
SWIFT CODE : BOMLAEAD  
IBAN NO. : AE100330000019100036787  
BRANCH : Dubai – UAE  
TRN # : 100383877600003

**FOR CHEQUE & DD PAYMENT**

CHEQUE / DD PAYMENTS TO BE DRAWN IN FAVOR OF “GREEN WORLD SAFETY AND SECURITY CONSULTANCIES LLC”