TQCSI Arabia
ISO Certification of Management Systems

30 YEARS 1996-2025

TRAINING REGISTRATION FORM

COURSE DETAILS

TITLE OF THE TRAINING:		TRAINING TYPE:	In-House
TRAINING LOCATION:		TRAINING DATE:	NO. OF DAYS: 2

PARTICIPANTS DETAILS

NO.	Full Name	Designation	Education (Basic Degree)	Work Experience (years)	Email ID	Mobile Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

NOTE: IF YOU HAVE MORE THAN 12 CANDIDATES, YOU CAN USE THE SAME FORM IN REPLICATION.

FEE DETAILS

Per Participant Fee :		A Purchase Order is attached: ☐	
Total Number of Participants :		Purchase Order Number:	
Total Fee in SAR	0.00	Date of Issuance	

PAYMENT DETAILS & OPTIONS

Amount in SAR		
Cash	◉	I will pay the Cash
Cheque	◉	I will submit the cheque
Money Transfer	◉	I will produce the transfer evidence

CONTACT PERSON DETAILS

Name	Designation
Email	Mobile
Landline	Fax
Organization	
Area / Plot Nr.	Street Address
City	Country
Company Landline	Company Fax
Company Email	Company Website

TRAINING APPROVAL DETAILS

Approved by	Designation
Email	Mobile
Landline	Fax

☐ I declare that the information provided in this form is truthful and correct. ☐ I declare that i read, understate and will abide by the terms and condition mentioned on Page Nr. 02 of this form.
☐ If you are sending this form via electronic mail then physically stamping and signature are not required as it is guaranteed by your official mail system

Approval Signature & Date	Company Stamp

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TRAINING **REGISTRATION** TERMS & CONDITIONS

TQCSI Arabia is committed to delivering high-quality training programs that align with industry standards and best practices. To maintain the highest levels of professionalism, efficiency, and quality assurance, the following terms and conditions apply to all training registrations.

1. GENERAL REGISTRATION REQUIREMENTS:

1.1. MANDATORY REVIEW OF TERMS:
All applicants must carefully review and acknowledge the terms and conditions before submitting their registration forms to TQCSI Arabia. Failure to comply with these requirements may result in delays or rejection of the application.

1.2. MINIMUM COURSE ENROLLMENT REQUIREMENT:
TQCSI Arabia offers publicly scheduled courses designed for a maximum of 15 participants. A public course will only be confirmed if at least seven (7) participants are secured through TQCSI Arabia's Sales Team.

1.3. RIGHT TO RESCHEDULE:
If the minimum enrollment is not met, TQCSI Arabia reserves the exclusive right to reschedule the course to a later date or relocate it to another suitable venue. This ensures optimal learning experiences and cost efficiency.

1.4. NOTIFICATION OF COURSE RESCHEDULING:
In the event of rescheduling, participants will be notified at least 05 days in advance via email and/or phone.

1.5. IN-HOUSE AND CORPORATE TRAINING REGISTRATIONS:
For in-company or on-site training, the minimum and maximum number of participants will be specified in the Technical and Commercial Proposal. If this information is not explicitly stated, clients must confirm participation requirements with the TQCSI Arabia Sales Team before registration is finalized.

1.6. FIRST-COME, FIRST-SERVED BASIS:
Registrations are processed strictly on a first-come, first-served basis upon submission of a completed registration form.

1.7. COMPLETE DOCUMENTATION FOR SWIFT PROCESSING:
Applicants must submit all required information and supporting documents to avoid delays. Incomplete applications will not be processed.

1.8. FORM SUBMISSION GUIDELINES:
Registration forms must be completed in full, either electronically or in clear handwriting using black ink.

1.9. ADDITIONAL DOCUMENTATION:
If additional space is required for any section, applicants must attach a separate document clearly referencing the relevant section.

1.10. SUBMISSION PROCESS:
Completed forms can be submitted via email:

Email: info@TQCSIArabia.com

1.11. APPLICATION DEADLINES:
All applications must reach the TQCSI Arabia office by the deadline specified in the course announcement. Late submissions will not be accepted.

1.12. CONFIRMATION OF REGISTRATION:
Registrations are considered finalized only upon receipt of a registration number, which is issued after full payment is received.

1.13. NON-RECEIPT OF REGISTRATION NUMBER:
If you do not receive a registration number from TQCSI Arabia, you are not registered for the course and must contact the TQCSI Arabia Sales Team immediately.

1.14. FINAL CONFIRMATION OF COURSE SEAT:
Once you receive a registration number, your seat is officially reserved, and you are registered to attend the course.

1.15. TRAINING SCHEDULE:
Training sessions will commence promptly at 08:30 AM and conclude at 05:30 PM. Late arrivals may not be accommodated.

1.16. TRAINING MATERIALS & RESOURCES PROVIDED:
TQCSI Arabia provides all essential training materials, including:

- Course manuals
- Note-taking supplies
- Light refreshments (tea, coffee, and snacks)

1.17. COMPREHENSIVE TRAINING FEE COVERAGE:
The training fee includes:

- Course materials
- Training kits
- Course certification
- Working meals (lunch and two tea breaks daily)
- A group photo (conditions apply)

2. COURSE FEES & PAYMENT POLICY:

2.1. FEE INCLUSIONS:
The course fee covers all documentation, training materials, and refreshments unless otherwise stated.

2.2. PAYMENT CONFIRMATION & REGISTRATION NUMBER:
Upon submission of the registration form and proof of payment, participants will receive an official confirmation email with their registration number and course details.

2.3. PAYMENT DEADLINES:
- Payment must be made within 7 working days of submitting the registration form.
- If payment is not received within this period, the reserved space will be forfeited.

2.4. FINAL PAYMENT DUE DATE:
- All payments must be completed at least 05 days before the start of the training.
- Late payments will not be accepted, and the applicant may be required to reapply for a future session.

3. DISCOUNT POLICY:

3.1. Students – 10% discount upon submission of:

- A valid student ID
- An official letter from their educational institution

3.2. Government Officials, Academia & Local Authorities - 10% discount.
3.3. Group Registrations - 20% discount for groups of five (5) or more participants from the same organization.
3.4. TQCSI Arabia Alumni - 10% discount for participants who have previously attended any TQCSI Arabia training course.
3.5. Maximum Discount Cap - The total discount available is capped at 20% per participant.

4. CANCELLATION & REFUND POLICY:

4.1. LATE CANCELLATION CHARGES:
- Cancellations made 5 working days or less before the course start date will be charged 100% of the course fee.
- Cancellations made within 10 working days before the course start date will be charged 50% of the total fee.

4.2. DELEGATE SUBSTITUTIONS:
Substitutions are permitted at no additional cost, provided the new participant meets the course criteria.

4.3. LATE SUBSTITUTIONS:
If substitutions occur close to the course start date, TQCSI Arabia does not guarantee immediate access to course materials.

For cancellations, email info@TQCSIArabia.com or contact the TQCSI Arabia Sales Team directly.

5. ACCOMMODATION & TRAVEL ARRANGEMENTS:

5.1. SELF-ARRANGED TRAVEL & ACCOMMODATION:
Participants are responsible for arranging their own travel and accommodation. TQCSI Arabia does not cover any accommodation or travel costs.

5.2. ACCOMMODATION SUPPORT:
A list of recommended hotels and local accommodations will be provided upon request.

6. COPYRIGHT & INTELLECTUAL PROPERTY:

6.1. RESTRICTIONS ON COURSE MATERIALS:
All TQCSI Arabia training materials are copyrighted and must not be reproduced, copied, distributed, or recorded without explicit written permission from TQCSI Arabia's local country manager.

7. COURSE CONTENT & MODIFICATIONS:

7.1. COURSE STRUCTURE:
- Public courses will follow the syllabus outlined in the official course brochure.
- In-company training will be delivered as per the agreed-upon Technical and Commercial Proposal.

7.2. COURSE AMENDMENTS:
TQCSI Arabia reserves the right to modify course content without prior notice where necessary.

8. DATA PROTECTION POLICY:

8.1. CONFIDENTIALITY OF PERSONAL INFORMATION:
Participant registration details are confidential and will only be used for internal purposes.

8.2. OPT-OUT OPTION:
Participants may request to be removed from TQCSI Arabia's mailing list by contacting the Sales Team.

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