

Policy on Reservation:

1. Please fax your completed reservation form to confirm attendance at (02) 426-3140 or email at info.bayanacademy@gmail.com

2. **NO FINAL RESERVATIONS** until reservation form and payment has been received.

Payment must be made thru deposit or cheque with the following details:

Deposit fee to:

Account Name : Bayan Academy
Account Number : 393-0081495
Bank Account : Scout Albano Branch, BDO

Copy of Deposit Slip must be sent thru fax or email for the issuance of official receipt.

3. If the written cancellation notices and reschedule requests are received less than seven (7) working days prior to the start of a training course, the participant shall shoulder the cost as indicated below:

4. CANCELLATION

Over 10 days before the event : No Charge
5-10 days before the event : 50% of course fee
Less than 5 days : 100% of course fee

5. If the target number of participants was not met, Bayan Academy has the right to postpone or cancel its training program.

This is to certify that the undersigned and the institution herewith represented are interested in participating in the indicated training I have read and fully understand this policy and accept all the conditions stated above.

Signature over Printed Name

Date

CONTACT PERSON: Mr. Christian Maño
TELEPHONE: (02) 927-9365 FAX: (02)426-3140
Email Address: info.bayanacademy@gmail.com

Training Registration Form

Training Details:

EFFECTIVE BUSINESS COMM. SKILLS

Course Title

July 13-14, 2017

Schedule

Company Details:

Company Name

Company Address

Nature of Business

Contact Person

Details of Representative:

Name

Nick Name

Designation

E-mail Address

Educational Background

Name of College / University:

Course:

Date Graduated:

Contact Numbers

Mobile No.

Landline No.

Source of Information

(website, email, newspaper etc.)

Please tell us if you have any special food concerns (dietary needs, allergies, etc.)

LOCATION MAP

BAYAN ACADEMY
2/F Cinderella Bldg.
#825 EDSA, Quezon City

