

The Bahamas Institute of Financial Services

LEADERSHIP ESSENTIALS CERTIFICATION APPLICATION

(Please Print)

| Today's date: | | |
|------------------------|-----------------------|------------------------|
| STUDENT INFORMATION | | |
| Last name: | First: | Middle: |
| | | |
| Employer: | Work phone () | Home phone () |
| Occupation / Position: | Email: | HR / Training Manager: |
| P.O. Box: | Home address: | |

| TERMS AND CONDITIONS |
|---|
| (Please read carefully) |
| Payment |
| Where the student is not sponsored by their employer, BIFS requires full payment of tuition and registration fees with the enrolment form prior to attending the first module. Interest free payment plans are available to those who qualify. |
| Refunds |
| <ul style="list-style-type: none"> • If the student withdraws from the programme prior to the first module commencing, the student will be refunded the course fee less a charge of \$250 provided the course materials are returned in good condition. • If a student withdraws from the programme after attending the first module the student will be refunded 50% of the course fee excluding the course material and registration fee. • If the student withdraws after attending more than one module, no refund will be paid. • If the student fails to attend the modules or examination, no refund will be paid. |
| I have read the above terms and conditions and the above personal information are true to the best of my knowledge. |
| <hr/> <div style="display: flex; justify-content: space-between;"> <i>Signature</i> <i>Date</i> </div> |

Registration Fee: \$50 Non- Refundable Tuition \$1345.00 Including All Course Material

FAX TO: 242-325-5674



“Leaders in Financial Services Education and Professional Development”

www.bifs-bahamas.com