

## PRINCE2® DELEGATE'S ENROLLMENT FORM

Please fill in the form (included part 2), and send it  
 by e-mail to: [Prince2admin@allinweb.ch](mailto:Prince2admin@allinweb.ch) or by Fax to the number +41(0)919211648  
 Signature required on the next page

PART 1		
<b>First Name (*):</b>		
<b>Last Name (*):</b>		
<b>E-mail (*):</b>		
<b>Phone 1 (*):</b>		
<b>Company :</b>		
<b>Dept.:</b>		
<b>Role :</b>		
<b>Billing Address(*):</b>		
<b>City (*):</b>		
<b>Postal Code (*):</b>		
<b>Country (*):</b>		
<b>Delivery Address(*):</b>		
<b>City (*):</b>		
<b>Postal Code (*):</b>		
<b>Country (*):</b>		
<b>I wish to enroll to the following event:</b>		
<b>PRINCE2 Course Name</b>	<b>Course start date</b> dd/mm/yyyy	<b>Course end date</b> dd/mm/yyyy
Foundation Course <input type="checkbox"/>	_ / _ / _	_ / _ / _
Practitioner Course <input type="checkbox"/>		
Foundation Exam	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Foundation exam Date</b> The same as the course end date <input type="checkbox"/>
Foundation Course Fee is	1600CHF (**)	In a later moment, to be defined <input type="checkbox"/>
Foundation Course+Exam fee is	1800 CHF (**)	
Practitioner Exam	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Practitioner exam Date</b> The day after the course end date <input type="checkbox"/>
Practitioner Course Fee is	2000 CHF (**)	In a later moment, to be defined <input type="checkbox"/>
Practitioner Course+Exam fee is	2300 CHF (**)	

(\*) Mandatory fields. (\*\*) Payment is to be made upon receipt of the course confirmation notification and prior to the course start date. Please note that the course confirmation notice will be sent by e-mail 2-3 weeks before the course start date (see terms and conditions on page 2)

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<b>PART 2: DELEGATE'S SPECIAL REQUESTS</b>	
Access to the Venue	
Audio/Visual	
Dietary	
Other	

Date \_\_\_\_\_

Delegate 's Signature \_\_\_\_\_

**Terms and Conditions for the training delivery**

**Enrollment**

In order to enrol to the course fill in this form (part 2 included), sign it and send it by e-mail to: Prince2admin@allinweb.ch or by Fax to the number +41(0)919211648. In case you experience any problem please contact Allinweb at the following phone numbers: +41(0)919211646 or +41(0)919211647

**Payment**

The payment has to be made prior to the beginning of the training course according to the instructions that you will receive 1/2 weeks in advance (except when pre-course reading is required) in the course confirmation notice and instructions form. The invoice will be issued prior to the course start date

**Withdrawal**

In case the delegate wishes to cancel their enrollment, 80% refund will be provided on condition that the cancellation has been notified to Allinweb 10 days in advance. In all other case no refund will be provided, with the only exception of a delegate being replaced by another person, who have regularly paid the entire course fee.

**Postponement and cancellation**

Allinweb reserves the right to cancel or change the training course date upon written notice of 3 days. In such a case the payments made will be fully reimbursed or, on delegate's request, transferred to another course. No indemnity will be paid by Allinweb

**Copyright**

Delegates acknowledge that –unless otherwise stated- Allinweb holds the copyright on the course training material. Copying or disclosing the course material to 3<sup>rd</sup> parties is forbidden except with the prior written permission of Allinweb.