



旅遊學院
INSTITUTO DE FORMAÇÃO TURÍSTICA
Institute for Tourism Studies



**Executive Development Programme
HOUSEKEEPING MANAGEMENT**
「房務管理」高級管理課程
06 – 07 June 2012

- REGISTRATION FORM -

Part I: Personal Information

First Name: _____ Last Name: () _____

I.D. or Passport No. : _____ Gender: _____

Organisation: _____ Position: _____

Type of highest Degree/Diploma/Certificate awarded: _____

Name of awarding institution and country: _____

Address: _____

Phone : _____ Fax: _____

Email: _____

****Name print on Certificate will be based on the name printed on ID/Passport.
Otherwise, please state: _____**

Part II: Specify Learning Goals

To enable the programme instructor to effectively meet participants' expectations, please let us know what specific learning goals you expect to cover.

Part III: Registration Fee

- Macao ID cardholders **MOP 5,000**
- Non-Macao ID cardholders **MOP 6,500**

Are you sponsored by your company for this programme? Yes, and how much? _____ No

****Registration fee covers course materials, lunches and refreshments during the programme**

Part IV: Payment Method

Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> Master	Name of Issuing Bank: _____ Card No.: _____ - _____ - _____ Expiry Date: _____(M)/_____(Y) Total: Macao ID Cardholder <input type="checkbox"/> MOP 5,000 Non-Macao ID Cardholder <input type="checkbox"/> MOP 6,500 Cardholder's Name: _____ I authorise the Instituto de Formação Turística to deduct the amount from my credit card account and am aware that this amount cannot be refunded if I withdraw from this programme. Cardholder's Signature: _____
<input type="checkbox"/> Bank Draft <input type="checkbox"/> Company Cheque	The bank draft should be made payable to “ Instituto de Formação Turística ” in total amount of <input type="checkbox"/> MOP 5,000 or <input type="checkbox"/> MOP 6,500

Cancellation Policy : No refund will be made in case of participant's withdrawal or no-show.
Disclaimer : We reserve the right to postpone or cancel the course. In the case of cancellation, participants will NOT be subject to any charge or compensation.

Part V: Other Information

-Special Dietary Arrangement

Please specify if any special dietary arrangement is required

Vegetarian No Pork No Beef No Seafood Others: _____

-How were you informed about this programme?

News ad Email Webpage Human Resources dept. Others: _____

Please return the form with the following attached:

- Passport/ ID card copy of both sides
 (Do you want us to keep your ID copy scan for future EDP? Yes No)
- Credit card copy of both sides (if you pay by credit card)

If you have further query, please feel free to contact:
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