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Corporate Booking Form

Name of Company: _____

Company Address: _____
(Correct address for delivering certification)

Billing Address: _____

Contact Person: _____ Designation: _____

Telephone: _____ Facsimile: _____

Email Address: _____

Course code/Title: _____

Course Date: _____

*Formal Electrical Qualifications and working experience must be attached.

*All courses are conducted in English Language.

*Candidates need to take whole failed subject at once when you apply for resit.

Please attach individual s name list with gender and date of birth.

How to Register

■ Submission Documents: Booking form, applicants' Curriculum Vitae, Certification of Electrical Education (if you have) and **Employment letter**
(Download form from the KIQUS ATTS website-notification)

■ Send Documents in: info@kiqus-atts.com / Title of Email: CompEx Course application_Name

■ Deadline: 3 weeks prior to course commencement date. However please contact us even though over deadline.

(Specific course dates are on the KIQUS ATTS website)

-Confirmation email will be sent after the submitted documents are reviewed

-Place(s) will not be confirmed until we are in receipt of a completed booking form and once full payment has been received.

Your Place(s) is not guaranteed until these conditions are fulfilled.

Payment

Deposit: 667901-04-272274 KB Kookmin Bank KIQUS ATTS CO LTD

Payment via Card: Call us +82-55-261-7750

Replacement & Cancellation

1) CompEx Courses & Ex Foundation Course

(i) Substitution:

• A written notice must be received via email/fax for the substituted candidate on the same course date at least 7 working days before the commencement of the course.

(ii) Postponement:

• A written notice must be received via email/fax for the postponement at least 14 working days before the commencement of the course. maximum months of postponement is 6 Months and 50% of cancellation fee will be applied after the postponement of 6 months

(iii) Cancellation charges:

The following cancellation fee will be applied when the written notice is received before the course:-

■ over 14 working days : 0% of fee ■ 7- 13 working days : 50% of fee ■ 0 – 6 working days : 100% of fee

Full course fee will be chargeable for "NO-SHOW"

2) Ex Courses (Ex Basic, Ex Awareness)

(i) Substitution:

• A written notice must be received via email/fax for the substituted candidate on the same course date at least 5 working days before the commencement of the course.

(ii) Postponement:

• A written notice must be received via email/fax for the postponement at least 5 working days before the commencement of the course. After postponement 100% of cancellation fee will be applied.

(iii) Cancellation charges:

The following cancellation fee will be applied when the written notice is received before the course:-

■ over 10 working days : 0% of fee ■ 0 – 9 working days : 100% of fee

I, hereby, declare that the above information is accurate, if the information is inaccurate I am responsible to take care of all disadvantages may occur. I understand that KIQUS ATTS has the rights to reject my application if any information is missing or inaccurate. I agree KIQUS ATTS to collect and use of my personnel information for course registration and issuing certificate. I agree KIQUS ATTS to collect and use of my personnel information for course guidance, course registration and issuing Certificate. KIQUS ATTS reserves the right to change the dates, time, venue and trainers of the training scheduled due to circumstances beyond its control.

Signature/Company Stamp: _____

Date: _____