

## Training and Coaching Application/ Nomination Form<sup>1</sup>

ACGBS only accepts and admits people who are Middle and Senior Managers (MSMs) and who can benefit in a meaningful way from highly experienced trainers we employ. We expect the employer to indorse trainee needs before you are admitted to one of our courses. More importantly we need you to benefit from a multicultural setting and also to benefit from the diverse experience from colleagues around the world.

Our courses are being very popular, hence we request you to promptly submit your completed application form.

<b>Name of the Organisation:</b>	
<b>Your Name:</b>	
<b>Your Position:</b>	
<b>Your Qualification (highest qualification obtained)</b>	

<b>Title of the Course:</b>	
<b>Course Code:</b>	
<b>Course Date:</b>	
<b>Number days:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Why do you think this course or training will benefit you and your employer? (Describe in 500 words)</b>	

<b>Has this training need been identified as part of the?</b> (Please Tick the appropriate choice)	
<input type="checkbox"/> <b>Appraisal process</b> <input type="checkbox"/> <b>Institutional Training Need Assessment</b> <input type="checkbox"/> <b>Capacity Needs Analysis</b>	
<b>Acceptable expenditure per person per day:</b> (Please sate below in your local currency or British pound)	
<b>Name of the authorising Manager:</b> _____	
<b>Address:</b> _____	
<b>Email:</b> _____	
<b>Telephone:</b> _____	
<b>Mobile:</b> _____	

**Payment Method:**

<b>Who is paying?</b> <input type="checkbox"/> <b>Employer</b> <input type="checkbox"/> <b>Self-employed</b>
Please attach proof of payment

<sup>1</sup> This form must be submitted with a deposit payment. The training is filled by or on behalf of those who meet eligibility criterions listed under terms and conditions.

Minimum deposit \_\_\_\_\_

Please confirm how you will pay-

by Card

by Cheque

TT (Telegraphic Transfer)

If paying by Card please give your card details below in the table:

Name(s) of the Card Holder:	
Address where the card is registered	House number Street----- Post code/ZIP City- Country
Card Type	Visa/MasterCard/Amex
Long Number in the middle of the card	
Security code (last three digits at the back of the card)	
Card Expiry date:	
Card Start date:	
Total Amount to be debited	

Signature: \_\_\_\_\_

Official Stamp

**Terms and Conditions:**

- If you require visa you will need to make 100% of the deposit upfront. Full payment must be made before a Visa letter can be released.
- Any request refunds due attracts 25% administration fee.
- 5% discount applies for early bird registration (please see published date or contact us)
- With exception of limited offers, 10% discount applies on a group of 10 people
- 15% discount applies on a group of 15 or more.
- No two types of discounts can be claimed or considered together. Scholarship based offers are not eligible for discount offers
- No refunds can be made fourteen days before the training start date.
- 50% refund will be made on request supported with good reasons. However, the request must be received at least 28 days prior to training start date as resource to that effect will have been committed already.
- Full refund can be made if cancellation letter duly signed by an authorised authority is received no later than 28 days prior to training start date.
- We will issue a receipt with a welcome pack for registered/ received forms with payment within 14 days of payment being received for all TT and International payments.

Eligibility criterions to all our training and mentorship programmes are that:

- 1) Hold a minimum Education at a Degree Level from a recognised Institution
- 2) Has a minimum of Three Years of Experience at work at the minimum level of Senior Officer/Manager in a Public/Private or Civil Society organisation with decision making/leadership or accountability level which involves managing people, projects, teams or finances
- 3) Speaks and write fluent English

**Payment Methods and where to pay**

- 1) We can accept payment by cheque in British pounds, Credit and Visa debit card payments. However, we strongly recommend you to use the telegraphic transfer so that you can keep receipt. You will normally expect the confirmation of received funds with a training pack welcome by email within Five days of a payment being received.
- 2) All payment must be made into the account below

Name of beneficiary: AiPF Limited  
Account: 32789507  
Sort code: 40-42-18  
IBAN: GB51MIDL40421832789507  
Swift code: MIDLGB2110G  
Name of the Bank: HSBC  
Branch Southampton  
Street address: 165 High Street  
Post code: SO14 3GN  
Southampton  
UK