

GENERAL INFORMATION

REGISTRATION

The courses in this booklet are offered as in-house programmes to be run in Client's Premises.

Applications by Fax, E-mail, or in writing will be assessed. Confirmation of course booking will be issued with an invoice for the course. Course booking forms should be sent to PETRO-TEC. **UAE.**

PAYMENT PROCEDURE

Payment of the course fee **can be made by:**

- A cheque in U.S. Dollars or Sterling Pounds drawn on a U.K. bank, sent to PETRO-TEC, **UAE.**
- A draft cheque payable to PETRO-TEC, **UAE.**
- Mail Order (all Bank charges to be met by the remitter).
- Payments by direct money transfer can also be made to the account of PETRO-TEC in **UAE.** Please contact our office for more detail.

CANCELATION

Cancellation will be accepted by fax or e-mail at least four weeks before the start date of the course. All cancellations must be followed by mail.