

## GENERAL INFORMATION

### REGISTRATION

Applications by Fax, E-mail, or in writing will be assessed. Confirmation of registration will be issued with an invoice for the course fee and a registration fee of 100 US\$. Enrollment forms should be sent to PETRO-TEC. **UAE.**

### PAYMENT PROCEDURE

Payment of the registration and course fee must be made not later than 4 weeks before the start date of the course. **Payment 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. Please contact our office for more detail.

### CANCELATION

PETRO-TEC will refund the course fee ( not the registration fee of 100 US\$) if a candidate cancels the registration not later than four weeks prior to the start of course. Cancellation will be accepted by fax or e-mail. All cancellations must be followed by mail. The enrollee can appoint a substitute at any time.

**PETRO-TEC** reserves the right to cancel any course if the number of participants is not sufficient. If PETRO-TEC decides to cancel a course, the registration and course fees will be refunded in full.