



**SHORT COURSES APPLICATION FORM**

1. NAME: \_\_\_\_\_  
SURNAME IN CAPITAL LETTERS      FIRST NAME IN CAPITAL LETTERS      MIDDLE NAME

2. MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. E-MAIL ADDRESS: \_\_\_\_\_

4. TELEPHONE NO 1: \_\_\_\_\_ TELEPHONE NO 2: \_\_\_\_\_

5. DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_      6. AGE: \_\_\_\_      7. SEX: MALE  FEMALE   
DY    MTH    YR

8. ID NO. /PASSPORT NO. /DRIVER'S PERMIT NO.: \_\_\_\_\_

9. MARITAL STATUS: \_\_\_\_\_      10. NATIONALITY: \_\_\_\_\_

11. RELIGION: \_\_\_\_\_

12. IN CASE OF EMERGENCY PLEASE NOTIFY: \_\_\_\_\_

13. RELATIONSHIP: \_\_\_\_\_      16. TELEPHONE: \_\_\_\_\_

14. COURSE NAME: \_\_\_\_\_

15. PREFERED DATE: \_\_\_\_\_

16. LOCATION:      CHAGUARAMAS       MARABELLA       EAST

17. EMPLOYMENT (Include Current or Last Employer)	POSITION	FROM (Yr)	TO (Yr)

18. COURSE(S) PREVIOUSLY TAKEN AT THIS INSTITUTE: \_\_\_\_\_ YEAR: \_\_\_\_\_  
\_\_\_\_\_ YEAR: \_\_\_\_\_

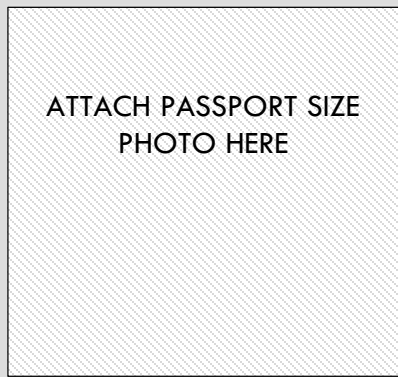
19. COURSE(S) SUCCESSFULLY COMPLETED AT ANY OTHER INSTITUTION OF HIGHER LEARNING:  
\_\_\_\_\_ Year: \_\_\_\_\_  
\_\_\_\_\_ Year: \_\_\_\_\_

20. WHAT OTHER AREAS/COURSES ARE YOU INTERESTED IN? \_\_\_\_\_  
\_\_\_\_\_

21. PLEASE SPECIFY (IF ANY) DISABILITY/OR ON ANY MEDICATION: \_\_\_\_\_  
\_\_\_\_\_

22. HOW DID YOU HEAR ABOUT THE TTHTI SHORT COURSES?  
NEWSPAPER  RADIO  INTERNET  OTHER (Specify) \_\_\_\_\_

PLEASE READ AND SIGN PAGE 2



**FOR OFFICIAL USE ONLY:**

- RECEIVED ON: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DY MTH YR
- APPLICATION FEE: YES  NO
- COURSE FEE: YES  NO
- BALANCE: \_\_\_\_\_
- ID NO.: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
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### FINANCIAL INFORMATION FOR SHORT COURSES

<b>GATE</b> (Government Assistance for Tertiary Education)	<ul style="list-style-type: none"> <li>TTHTI's Short Courses are not covered by GATE. All costs associated with each course are to be paid by the student.</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>You are required to pay 100% of the total cost at least ten (10) working days prior to commencement of training.</li> <li>Registration is not complete until full payment has been received.</li> <li>For Tour Guiding, full payment must be received no later than one (1) month after commencement of training.</li> </ul>
<b>Method</b>	<p>Payment must be made</p> <ul style="list-style-type: none"> <li>at <b>any Branch of RBC Royal Bank TT Ltd</b> via deposit to/into <b>account # 930-119-502-1</b>. Please ensure your name is on the receipt issued by the bank. This receipt must be faxed, emailed, mailed or brought into TTHTI no later than ten (10) working days before the commencement of training. Persons that choose to bring receipts in person may do so from Monday to Friday during the hours of 8:30 am and 2:00 pm.</li> <li>by Manager's/Certified cheque at TTHTI's office, Monday to Friday, 8:30am to 2:00pm.</li> <li>by credit/debit card at TTHTI's office, Monday to Friday, 7:00am to 2:00pm.</li> <li><b>Please note that TTHTI's cashier does not accept cash in excess of \$200.00.</b></li> </ul>
<b>Cancellation:</b>	TTHTI reserves the right to alter course specifications at its discretion.
<b>Penalties for Cancellations</b>	<ol style="list-style-type: none"> <li>Should TTHTI cancel a scheduled class before its commencement, TTHTI will refund 100% of all fees paid.</li> <li>Should an applicant, having paid all the required fees, cancel their application <b>in writing before</b> the start of a scheduled class (having not attended any classes), a 5% penalty fee will be charged.</li> <li><b>Should an applicant, having paid all the required fees, cancel their application in writing after the start of a scheduled class, having not attended any classes, a 10% penalty fee will be charged.</b></li> <li><b>Should an applicant, having paid all the required fees, cancel their application in writing after the start of a scheduled class, having attended at least one (1) class, a 50% penalty fee will be charged.</b></li> <li><b>No refund is applicable should an applicant, having paid all the required fees, cancel their application in writing after attending more than two classes.</b></li> <li>Applicants in cases 2 and 3 will be given the option to transfer to another course or to the same course being offered on a different date. However, this may only be done once. After this occasion, the penalty will apply.</li> <li>Application fees are non-refundable in 2 – 6 above.</li> </ol>
<b>Payment for Supplemental Exams</b>	<ul style="list-style-type: none"> <li><b>Persons who fail the examination/s for Short Course that are examined and wish to retake the examination must pay a supplemental examination fee of \$200.00.</b></li> </ul>
<b>Refunds</b>	<ul style="list-style-type: none"> <li>Refunds are paid by cheque only and must be collected in person at TTHTI's office. Should someone be designated to collect on the applicant's behalf, a letter of authorization must be submitted to collect the cheque.</li> <li>Should an applicant wish the cheque to be mailed to then, a handling fee of thirty dollars (\$30.00) will be deducted from the amount to be refunded.</li> </ul>

**I hereby certify that the above information is true and correct and that I have read and agreed to the financial information as outlined above.**

24. SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DY MTH YR

25. SIGNATURE OF PARENT IF APPLICANT IS UNDER 16 YEARS: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DY MTH YR