****

**Office Address**

2b Bamidele Eletu Avenue, Osapa London,

Lekki Expressway, Lagos, Nigeria.

(2nd Floor Monarch Gardens Events Centre)

Email: [training@acquillas.com](mailto:training@acquillas.com)

Website: [www.acquillas.com](http://www.acquillas.com)

Tel: +234-814 242 1706 | +234-807 7721 879

**ACCOUNT DETAILS**

**Banker(s):** Diamond Bank Plc

**Account Name:** Acquilla Solutions Limited

**Account Number Naira**: 0051614578

**Account Number Dollar:** 0083474823

**TIN Number:** 17839971-0001

**Sort Code:** 063150955

**Note:**

**1. P**lease cross check seat availability via mail, confirm course fee before payment. Ensure you submit your registration form before payment, collect your receipt from our office after payment else no admission into class.

2. Ensure your **name is filled as you will need in your certificate** as Acquilla will not be liable for name errors.

3. Please state course and preferred location paid for when doing transfer.

COURSE REGISTRATION FORM

**COURSE REGISTRATION FORM**

[www.ACQUILLA.events](http://www.fleming.events)

***To book for the course(s), provide the following information and read the terms and conditions below***

|  |  |  |
| --- | --- | --- |
| **Please write in CAPITAL LETTERS**  **(Return completely filled form to Acquilla before payment)** |  | **INVOICE ADDRESS (COMPANY INFO)** |
|  |  | ***(IF DIFFERENT AS PERSONAL INFO)*** |
| **Full Name:** |  | **Company Name:** |
| **Address:** |  | **Contact Name:** |
| **What course are you applying for?** |  | **Address:** |
| **Payment Mode:** |  |  |
| **Address:** |  |  |
| **Gender:** |  |  |
| **Phone No:** |  | **Post Code:** |
| **Email:** |  | **Country:** |
| **Preferred Course Date:** |  | **Tel No:** |
| **Preferred Location:** |  | **Email:** |
| **\*Includes training materials and classes , practical where applicable &**  **daily lunch and certificate (Subject to review)** |

**Terms and Conditions:**

1. General terms. By booking a course with Acquilla Solutions Limited the client agrees to the following terms and conditions
2. **Payment terms.** Acquilla Solutions(hereinafter as “Acquilla”) requires the fullpayment of the course applicable fees or invoiced amount before course/exams date, at least 7 working days from the issue date of the invoice or 30 working days prior to the start date of the course whichever is earlier. Acquilla reserves the right to refuse entry to any client who does not pay the invoice in full and on time. If the payment is not received on Acquilla’s account on the seventh day from the date of the issue of the invoice or submission of registration form, Acquilla is entitled to cancel the Client from the course. The registration fee includes: training documentation, admission to all training sessions, lunches, admission and registration for exams. The registration fee does not include: travel, hotel accommodation, transfers or insurance.
3. **Cancellation by client.** The client has the right to cancel his/her participation in the event. Cancellation must be received by Acquilla in writing via Email. If the client cancels with more than one month’s advance notice before the start of the event, Acquilla shall be entitled to retain and charge 50% admin fees of the amount payable for participation in the course/event. If the client cancels with less than one month’s advance notice, or fails to attend the event, then the client shall not be entitled to any refund. Failure to attend an event/course shall not excuse a client from owing the full amount of the registration fee for the course/exams. A copy of the course materials/notes from the course will be sent to the client after the course is over in case of cancellation by the client.
4. **Postponement/Cancellation by Acquilla.** While every reasonable effort is made to adhere to the advertised program, circumstances can arise which may cause changes in the program, including but not limited to changes in the content, date(s), location or venue, or special features of the planned event. Such circumstances include but are not limited to acts of terrorism, war, extreme weather conditions, compliance with government requests, orders and legal requirements, failure of third party suppliers to timely deliver, and failure to register the minimum target amount of attendees for a given event. Acquilla reserves the right to change the content, date(s), location or venue and/or special features of an event, to merge the course with another course, or to postpone it or cancel it entirely as appropriate under the circumstances. Client agrees that Acquilla shall not be liable for any cost, damage or expense which may be incurred by client as a consequence of the event being so changed, merged, postponed or cancelled and client agrees to hold Acquilla harmless and to indemnify Acquilla in case of liability caused by any such changes, mergers, postponements or cancellations.
5. **Total Cancellation of the course.** In case Acquilla cancels a course, Acquilla shall first inform the client via a written notification within two weeks before/after course date. Then Acquilla may offer the client a full credit up to the amount actually paid by the client to Acquilla. This credit shall be valid for up to one year from the issue date of the invoice to attend any Acquilla-sponsored course/events. If the client rejects a credit to attend Acquilla courses/events, then Acquilla shall offer a refund of 95% course/event amount to the affected client. The client shall not be entitled to this credit as a contractual right.
6. **Client’s identification information.** By booking a course with Acquilla the client accepts these terms and conditions and the client gives full right to Acquilla to share the client’s identification information such as, but not limited to, client’s name, address, email addresses, phone numbers and names of representatives with third parties, Acquilla’s interested parties, other attendees who participated on the same course/event as the client.
7. **Governing law.** This contract shall be governed and construed in accordance with the laws of the Federal Republic of Nigeria (not including its conflict of laws provisions). Any disputes arising out of this contract shall be subject to Acquilla’s conflict resolution policy, if unresolved after applying the internal conflict resolutions policy/procedure, then the matter shall be brought before the courts of the Federal Republic of Nigeria situated in the city of Lagos in the Federal Republic of Nigeria. At its sole discretion, Acquilla may elect to bring any dispute arising under this contract to the jurisdiction of the courts in which the client’s offices are located.
8. **Indemnification.** To the fullest extent permitted by the law, you agree to protect, indemnify, defend and hold harmless Acquilla, its owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents, from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney’s fees) (collectively “the Claims”), in any way arising out of or relating to the course/event that is the subject of this contract, and regardless of negligence, included but not limited to, Claims arising out of the negligence, gross negligence or intentional misconduct of Acquilla’s clients, employees, agents, contractors, and attendees; provided, however, that nothing in this indemnification shall require you to indemnify Acquilla Indemnified parties for that portion of any Claim arising out of the sole negligence, gross negligence or intentional misconduct of the Acquilla parties.
9. **Other Conditions.** Any terms or conditions contained in the client’s acceptance which contradict or are different from the terms and conditions of this registration document shall not become part of the contract unless individually negotiated with Acquilla and expressly accepted by Acquilla at the time of your registration.