

# Registration Form



Please photocopy this form for future use

Name: Miss  
(Underline family name)

Department: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Country \_\_\_\_\_ Postal code \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Student Name	Course Code	Course Name	Date Of Course
		PlantWeb And DeltaV Introduction	

Payment:  Cheque Enclosed  
 Purchase Order No.: \_\_\_\_\_

**Invoice Address (if different from mailing address)**

\_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

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[Type here]



# Training Terms and Conditions

## Emerson Process Management Training Centre

- All courses will be conducted at an Emerson Process Management Training Centre unless other arrangements are made with the Coordinator, Educational Services.

## Training Equipment and Materials

- Emerson will provide all required instruction manuals, technical manuals and training materials for courses.
- For courses conducted at customer site, adequate classroom facilities must be provided. The customer must also provide access to the site equipment for set-up and training purposes, or must rent the necessary equipment from Emerson Process Management for the duration of the course.
- On completion of a course, each student will receive either a Certificate of Completion or a Certificate of Attendance, depending on the type of course.

## Enrollment and Payment Procedures

- We recommend that you enroll as early as possible, because class size is limited.
- Enrollments are made by submitting a Purchase Order or Registration form with payment. Enrollments are accepted on a first-come first-served basis.
- Enrollments must be received at least three weeks prior to the start date of the course.
- The Registration form must be completed and faxed or mailed to:  
Emerson Process Management (Malaysia) Sdn Bhd  
No. 1 , Block A, Jalan SS 13/5  
47500 Subang Jaya  
Selangor Darul Ehsan  
Fax: +603 56374905
- All enquiries and requests for training information should be directed to: Ann Lim, Tel: +603 56242979 or email [Education.Malaysia@emerson.com](mailto:Education.Malaysia@emerson.com)
- Emerson reserves the right to change the schedule, discontinue or cancel courses. In the event that students are enrolled in courses that have been changed or cancelled, Emerson Process Management will notify these students a week prior to the scheduled starting date, where practicable. These students will be given first priority to enroll in the next scheduled class.
- Payment is due on enrollment and can be made by cheque or via a company purchase order.
- All lodging, transportation, living expenses and most meals are the responsibility of the student.
- Emerson reserves the right to amend pricing at any time without prior notice.

## Cancellation

- If written notice is received 14 days or more before the start of the course, no fees will be charged.
- If written notice is received less than 14 days before the start of the course, 50% of the course fees will be charged
- 100% of the course fees will be charged if written notice is received less than 7 days before the start of the course.

### **Training at Customer Sites**

- The customer is responsible for providing adequate facilities and equipment to be used for training purposes.
- All expenses including lodging, meals, transportation, air tickets, freight, taxes and set-up time will be charged.

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