



ICT Competency Program Registration Form

- To register, please complete the form below and fax to 265 4916 or mail to the address provided above.
- Course enrolment is subject to availability.
- Please read and understand all of the Terms and Conditions stated in the Registration Policy attached before submitting this form

CONTACT US

Techno Rada Services Sdn Bhd, Unit 3, First Floor, Block E, Bangunan Dato Paduka Lim Seng Kok,
Spg 624, Kg. Madewa, Jalan Tutong, BF1120, Negara Brunei Darussalam

Tel : 2654915 | 7185530

Fax : 2654916

email : subsidy@technorada.com.bn

Full Name

Mailing Address

Date of Birth (please enter in DD/MM/YYYY format)

IC Number

IC Color

Citizenship

Bruneian

Permanent Resident

Occupation

Organization

E-mail Address

Telephone

Mobile

Fax

Course(s) Interested in (Please select)

CompTIA A+

CompTIA Network+

CompTIA Security+

CCNA (ICND 1&2)

Payment options (please select)

Cash

Cheque

Installment Plan

How did you hear about the ICT Competency Program?

Newspaper ad

Referral

Technorada Website

Others (please state)

Terms and Conditions (details of the Terms and Conditions is available in the Registration Policy attached)

Please read and ensure you understand all of the Terms & Conditions provided in the following pages. By registering, you hereby acknowledge that you accept our terms and conditions, and that you agree to abide by all of Techno Rada's rules and regulations at all times.

Subsidy Eligibility:

In order to be eligible for the AiTi subsidy, participants are required to complete the selected course(s) successfully and pass the certification examination required. In addition, participants must also obtain an 80% attendance of the course.

Cancellation:

Cancellations must be received by Techno Rada at least one month prior to the commencement date of the course(s) selected; otherwise any deposited fees shall be forfeited. A prior written notice and application for a refund of the fee deposited is required by Techno Rada, along with the original receipt issued, in order to be entitled for a full refund.

Payment:

Full payment must be made before the course commences. Any cheque should be made payable to “**Techno Rada Services Sdn Bhd**” and attached to this form upon submission.

For further enquiries and information, please contact 2654915 / 7185530 or email us at subsidy@technorada.com.bn

APPLICANT NAME: _____ **APPLICANT SIGNATURE:** _____

FOR OFFICE USE ONLY:

Receipt no:		Date:		Eligibility Status:	<input type="checkbox"/> Eligible	<input type="checkbox"/> Ineligible
Course confirmation status:				Course commencement date:		
Payment type:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Instalments			Instalments:	Deposit:	B\$ 200.00
					No. of payments:	
Received By:						



Terms and Conditions

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE REGISTERING. REGISTERING FOR A PROGRAM INDICATES THAT YOU HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND CONDITIONS, AND ACKNOWLEDGE YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, DO NOT SUBMIT THE PROGRAM REGISTRATION FORM.

ELEGIBILITY:

1. Participants of the ICT Competency Program must be:
 - a) Citizens and/or Permanent Residents of Brunei Darussalam who are interested in learning and wish to receive certification on the following course(s):
 - CompTIA A+
 - CompTIA Network+
 - CompTIA Security+
 - CCNA (ICND 1 & 2)
 - b) At least 17 years of age on the day they register for the training course(s).
2. Fresh graduates, current job seekers, or employees of local registered SMEs (Businesses, Enterprises, Limited Companies and Semi-Government agencies), and must not be currently attending any formal education training.
3. Any member of the public who has interest in learning and wishes to receive certification(s) on ICT related skills and knowledge.

REGISTRATION:

1. When a particular course is full, registration for that course will be closed. Participants may ask to have their name put on a waiting list. If a place becomes available they will be contacted and invited to register.
2. Under this program, participants are required to pay B\$200 deposit per course, except for CCNA. For the remaining balance of the course fee, participants are required to settle the balance in full prior to attending the course he/she registered for. Participants are given an option to pay through instalments up to a maximum of 4 or 6 months. For further clarification on the instalment plan, please seek assistance from our finance and administration unit at 2654915 / 7185530.

3. All payments can be made in cash or cheque, made payable to Techno Rada Services Sdn. Bhd. Accepted currency will only be Brunei dollars. Program fees include all of the necessary courseware materials including examination fees.
4. Upon successful completion of the course(s) by the participant, AITI will subsidize 60% - 80% of the training fees, subject to the type of course taken.
5. AITI would only provide subsidy of the training fees to participant who successfully completes the Training Program and pass the certification examination. Participants will be allowed one re-sit exam.
6. Participants must attend 80% of the course duration to be eligible for the AITI subsidy.
7. Eligible applicants are required to provide copies of the following upon registration:

Fresh graduates, current job seekers & individuals:	Employees of local registered SMEs:
<ul style="list-style-type: none"> ✓ One copy of their Identity Card (IC) ✓ One copy of the certificate of their highest qualification 	<ul style="list-style-type: none"> ✓ One copy of their Identity Card (IC) ✓ One copy of their employment letter

8. Participants are responsible for paying the re-sit examination fees. The cost varies for different programs.

SUBSIDY TERMS

1. Upon acceptance and verification by AITI, subsidy payment shall be made within thirty (30) days from the date of certification of participant.
2. Subsidies will only be applicable during the AITI project period. The subsidized fees are based on those that are stated in the price list current at the time of application.
3. The quota has been set on the number of subsidies to be given for each program. As such, the subsidy is given on a First Come First Serve Basis.

CANCELLATION AND REFUNDS

The following conditions apply if the registered participant is unable to take part in the course:

1. Participants are allowed to cancel at least 1 month prior to the commencement of the course. Techno Rada shall withhold 50% of the total course fee or the amount that has been paid, whichever is lower.
2. In case of late cancellation, non-appearance or leaving the course once it is underway, participants are not entitled to a refund.
3. Cancellations must be submitted in writing and application for refund must be accompanied with the original receipt.

SCHEDULE:

1. The normal class begins at 8:30 a.m. and concludes at 5:00 p.m. each day.

COURSE LEVEL ASSIGNMENT / CLASS SIZE

1. Placement in course levels is based on the placement test conducted at Techno Rada.
2. Each program is targeted to accommodate a minimum of 5 and a maximum of 10 participants. If participants are insufficient two days before the starting date, we reserve the right to cancel or postpone the course. In this case we will offer the participants the opportunity to register for another course or to receive a full refund of the course fee. To avoid cancellations of planned courses, we advise participants to make early registration.

CERTIFICATE

1. A certificate of attendance will be issued to those course participants who attend at least 80% of the course duration.
2. The certificate gives details of the course participant, the course title, the study load involved and the level at which the course was given. The personal details of the course participant will appear on the certificate as presented on the registration form.
3. If a formal test is part of the course, this will also be stated on the certificate.

IT IS POSSIBLE THAT A CERTAIN CONDITION IS NOT COVERED BY THESE TERMS AND CONDITIONS. IN THIS CASE, THE DIRECTORS AND MANAGEMENT OF THE TECHNO RADA RESERVE THE RIGHT TO TAKE ANY REASONABLE STEPS TO ENFORCE THE CONDITION THAT MAY BE CONSIDERED APPROPRIATE. WE RESERVE THE RIGHT TO MAKE CHANGES TO OUR TERMS AND CONDITIONS OF ENROLMENT WITHOUT NOTICE.