



TRAINING COURSE APPLICATION FORM

Please complete the form in BLOCK CAPITALS.

COURSE APPLIED FOR:	
Course Title:	Date of course:

PART A: DETAILS OF APPLICANT (as they appear in your seaman book)

Title: Mr/ Mrs/ Ms/ Miss/ Other <i>(Please specify):</i>	Gender:
Family name:	Date of birth:
First name(s):	Nationality:
Middle name:	Rank/ Job title:

Home address:	Home phone:
	Mobile phone/ Cell phone:
	e-Mail:
Country:	

Most of our courses require a good level of written and spoken English. Please indicate your proficiency in English:
 1 = poor 5 = excellent

Write ()	Read ()	Speak ()
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Do you have any medical conditions we should be aware of?
 If "Yes", please give details.

Person to be notified in an emergency.

Full Name	Address	Phone Number	Relationship

Do you need accommodation?:

PART B: DOCUMENTS OF APPLICANT *(Please provide applicable)*

Document	Grade	Number	Date of issue	Place of issue	Valid until
Seaman's Book					
Certificate of Competency					
Endorsement					
DP Certificate					

Have you attended any DP Courses before? If "Yes", please give details.

Do you have on hands IMCA or NI Logbooks? If "Yes", please give details.

PART C: EXPERIENCE OF APPLICANT

How long have you been in the industry? Length of time in current role:

Please state the last 3 vessels:

Vessel	Type/DWT	Flag	DP Class	Engine/BHP	Owner or Manager	Rank	From	To

PART D: DETAILS OF PAYMENTPayment Method *(Cash or Invoice?)* :**INVOICING DETAILS** *(If applicable)*

Organisation name:

Address:

Telephone number:

Mobile phone/ Cell phone:

Country:

e-Mail:

PART E: General Conditions:**Registration and application:**

Acceptance onto a Training Course at HICO Marine Consultants Ltd is subject to a successful application procedure (including but not limited the following: completion of application form, meeting of prerequisite training requirements and passage of interview if required,). You will be notified at the end of the procedure whether or not you can be accepted onto the course. Final reconfirmation will be made upon full payment the Training Course to be carried out by Applicant.

Payments:

Payments may be made by all major credit and debit cards; cash payment is acceptable or HICO Marine will provide Invoice for Organisation mentioned in Part D. Credit is not granted to private delegates or to individuals under any circumstances. Balance of payment is due no later one week before the start of the course.

Cancellation fees:

All cancellations must be made in writing. For cancellations received up to 20 working days (4 weeks) prior to the start of the course HICO Marine will refund 100% of the course fee. Cancellations received after 20 working days (4 weeks) till 5 working days (1 week) before the start of the course will be charged the 50% of course fee. Full course fee will be charged for cancellation within 5 working days (1 week) prior the start of the course. If the delegate fails to attend the course, the whole course fee will be charged. If you cancel or withdraw after the start of the course, no refund will be given.

Non-disclosure of a health problem before the course starts means that no refund will be possible once the course commences

Amendments:

Any amendments must be made in writing. Amendment of the booking within 5 working days (1 week) prior the start of the Course and shift of intended Course within the three months of the previously booked, will lead that in addition to the charged original Course fee the subsequent Course should be paid with additional 50% of Course fee and no further changes of Course date or name of delegate on the booking will be permitted.

Other amendments to be accepted without any charges.

Should the required minimum number of candidates not be reached, the course will be postponed to a future date. Candidates will be kept fully informed of projected course details and monies will be refunded.

Whilst every endeavor is made to ensure courses are run as scheduled, on occasions there is a need to postpone or cancel a course. In such circumstances, all fees paid in advance will be held for use against a future course or can be requested to be refunded.

Insurance:

Candidates are not insured by HICO Training against illness, accident, theft or any loss of personal effects. HICO Marine and its principals cannot accept responsibility for any accident occurring during the course, on or off the centre premises or during activities.

Place of Jurisdiction:

Place of jurisdiction in any dispute: the courts at Tianjin, China.

I hereby declare that all information supplied by me is to the best of my knowledge true and correct. I understand and agree to be bound by the General Conditions stated herein. I agree to be bound by the payment time table. I have read and agree to abide by the conditions pertaining to refunds.

Signature of applicant:**Date:****All the rows below are for HICO Marin Consultants Ltd Official use only**

Events Secretary/Ch.Instructor (Please record the dates)	Booked & informed	Acceptance letter/date	Reconfirmation call	Rejection letter
Cancellation by applicant	Date	Reason	% refund/approval	Refunded
Finance Officer: Fee status? (Please record dates)	Invoice sent /date	Payment received /date	Cash received/ date	Date:
Instructor's review/response	Accepted	Not accepted	Other comments	
Top Management Approval for discounted fee (% , date, name)				