



Project Management Global Institute

training that gets you ahead

Course/Seminar Registration

Please complete a form for each person and submit by email, fax or deliver to our offices.

Course /Seminar:			
Start Date:			
Course /Seminar:			
Start Date:			

Participant Information

Title:

First Name:		Last Name:	
Company Name:		Job Title:	
Home Address:		City:	
Contact Number (s):			
Email Address:			

Next of Kin

Title:

First Name:		Last Name:	
Relation:			
Address:		City:	



Contact Number (s):	
Email Address:	

Company/ Sponsor's Information

Contact Name:			
Company:			
Zip/Postal Code:		Street Address:	
State/Province:		Country:	
Email:			
Office Phone		Mobile Phone:	

Sponsored Participant Only- Imprint company stamp in this box with authorised signature and name.

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Course Fees

Course Fees	
Book fees	
Other fees	
Total Due: (auto calculate)	
Registration Date:	

Select Your Payment Method

- Full Payment
 Payment Plan
 Managers Cheque
 Credit Card
 Debit Card
 PayPal Online

Special Needs (Dietary/Disability etc.):

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How did you learn about us?

Internet Browsing

PMGI/DPM Website

PMGI/DPM Catalogue

PMGI Staff

Friend

Other _____
(please specify)

Project Management Global Institute (PMGI) Registration Policy General Information

1. Registration is completed when you agree to the registration policy and payment is made.
2. A Coordinator will contact you to confirm your registration and seat availability for this course. If you do not hear from us by the next business day, please call 1-876-754-3764 to verify your application/registration.
3. PMGI reserves the right to reschedule or cancel a course due to under-quota; or close a course due to over-enrolment. You will be notified as soon as possible if a class is closed and given the opportunity to reschedule.
4. You may require certain skills in order to be enrolled into some classes. Therefore, we may contact you to discuss course prerequisites if necessary. If you have any questions relating to prerequisites for the class you have registered for, kindly contact the Programme Coordinator at 1-876-754-3764.
5. Dress Code for Mondays-Fridays: Business casual attire.
6. Please visit the web page of the course you are interested in for registration closing date, or contact our office for the most recent schedule.
7. Late Registration may attract a fee.
8. Occasionally individuals authorised by Project Management Global Institute will take photos during events. PMGI reserves the right to utilise photos taken in its promotional efforts and maintains all rights to such photos and promotional material.

Drops, Withdrawals and Refund Policy

1. Participants will receive 100% refund if course is cancelled or postponed by the organizer.
2. Participants who cancel their attendance in a course 1 day or more before the start of the course will be refunded 95% of the course cost.
3. No refund will be given for cancellations made on the start date of a course. However, participants may opt to defer to another course of same or lesser value; or transfer their space to someone else.
4. All refunds will be paid to the payee as stated on the payment receipt/invoice/cheque. Payments will be refunded in the format received within 14 business days of request for refund.

I agree to the terms and conditions of this registration policy

Signed By
Electronic signature also accepted - First Name and Last Name
Date: [Click here to enter a date.](#)

Thank You! We look forward to seeing you soon.



Payment Options:

Full Payment must be made for courses that are delivered over a period of 30 days or less Payment plans are optional for courses that run for a duration longer than 30 days and is allowed at the sole discretion of Project Management Global Institute.

Paying Cash

To pay by cash kindly pay at the bank using the following information:

Account Holder's Name: Project Management Global Institute

Bank Name: National Commercial Bank, Jamaica Limited

Bank Address: 124-126 Constant Spring Road, Kingston 8, Jamaica (For payments made in Jamaica, you may pay at any NCB branch)

Routing #: JNCBJMKXA (required for overseas payees)

Account Numbers

— US Dollar Account - 294014209

— Jamaican Dollar Account – 291015247

Important Note * Please ensure that your name is clearly indicated on your deposit/payment slip to ensure accurate processing.

* To facilitate verification of payment, kindly forward a stamped payment or deposit slip by email to admin@pmglobalinstitute.com. In the absence of the bank stamp it will indicate that a payment has not been made.

Paying By Cheque

To pay by check you may do any of the following:

- * Deliver managers or company cheque to our offices at 14 Ruthven Road, Kingston 10, Jamaica
- * If you are located in the New Kingston area, you may also contact us to schedule a free pick-up
- * Make a deposit at the bank or do a wire transfer, using the bank information listed above

Paying With Credit Card or PayPal

We accept Master, Visa and Debit Cards as well as NCB Key Card. You may utilise any of the methods below to pay with your credit card:

* To pay online using a credit card, submit your online registration form, then input the dollar amount and name of your course.

Then follow instructions to pay using your credit card (you may be required to have a PayPal account)

* To pay using your Credit, Debit or NCB Key Card, visit our offices at 14 Ruthven Road, Kingston 10, Jamaica

Contact us if you are representing an organisation and would like to submit a Purchase Order

Please note that payment must be made prior to the event start date.

