

CONFIRMATION SHEET

ACCOUNTING FOR NON-ACCOUNTANTS TRAINING
March 27-28, 2017 (Monday -Tuesday), Gov. Licaros Hall, RBAP Bldg.,
A. Soriano Ave. cor. Arzobispo St., Intramuros, Manila



Contact RBRDFI Training Officers
Mr. Ace M. Calang /Ms. Grace Dimapilis / Ms. Jesica Cepeda
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Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			

_____ Date: _____
(Printed Name and Signature)

Designation: _____ Rural Bank : _____
Telephone: _____ Province : _____
Mobilephone: _____ Email Add : _____

Total Amount Due
Ph _____

TRAINING POLICIES

Reserve and wait for the confirmation on the slot first, prior to depositing the Seminar Fees, booking ticket (airline) and securing accommodations. RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s). Once reservation is FULL, RBAP-RBRDFI has the right to refuse of participation or reimbursement on any damage (s) brought by unconfirmed reservations.

Deadline to submit Confirmation Sheet is not later than **March 20, 2017**.

- 1.** Reservation via telephone is accepted. However, Confirmation Sheet and fee must be settled 10 days before the seminar date or **March 17, 2017**. Otherwise, reservation is considered cancelled.
- 2.** Cancellation Policy: - This will apply to non-subsidized training fee.
 - *10 days prior the seminar date is a FULL REFUND of the registration fee.
 - *3 days prior to the seminar date is a 50% of the registration fee
 - *Participants who have paid but failed to show up are entitled to a 50% refund
 - *Special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.

Effective January 02, 2017, an Administrative Fee of Ph500.00 shall be deducted to all cancellations and refund requests. The Ph500.00 charge is to cover cost on preparation and other administrative expense.