

# **UNIVERSITY OF ASIA AND THE PACIFIC**

## **SCHOOL OF MANAGEMENT**

### **REGISTRATION FORM**

Continuing Management Education, UA&P School of Management  
Fax: 634-2823

SEMINAR TITLE: **Accounting for Non-Accountants**

Seminar Date: June 17 - 19, 2009

Deadline for Registration: May 22, 2009

Name: \_\_\_\_\_  
Last Name First Name MI

Nickname: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Responsibility: \_\_\_\_\_

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

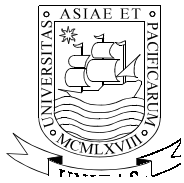
Telephone Nos.: \_\_\_\_\_ Fax. Nos.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Terms of Attendance**

- Accomplished form must be sent to [sraymundo@uap.edu.ph](mailto:sraymundo@uap.edu.ph) or fax to 634-2823 not later than ten working days before the seminar date. UA&P-SMN-CME will confirm your attendance only upon full payment.
- Withdrawal or cancellation made less than ten (10) working days prior to the program's start date or failure to appear on the seminar date are both subject to a cancellation fee equal to the full amount of the seminar fee. In case you cannot attend, you may send in a substitute.
- UA&P-SMN-CME reserves the right to postpone or cancel any seminar if the minimum number of participants is not reached; or if classes at the tertiary level are suspended by a government agency due to a severe weather disturbance. For updates/advisory, please contact the UA&P at 637-0912 to 26.
- Seminar fee is inclusive of instructional materials, lunch and snacks (am/pm) during the dates covered, certificate, and parking.
- Payment should be made **on or before the stated** deadline of registration. Checks must be made payable to University of Asia and the Pacific. Please deliver checks directly to UA&P – Ortigas Campus, Pearl Drive, Ortigas Center, Pasig City.
- If you are availing of the 10% early bird or group discounts, a reservation deposit of at least 60% of the total seminar fee must be made (total seminar fees – discount), 15 days prior to the seminar date.

**Note:** If your organization is nominating you to attend this program, the form below must be signed by the authorized officer to indicate conformity to the terms of participation.



# UNIVERSITY OF ASIA AND THE PACIFIC

## SCHOOL OF MANAGEMENT

I am nominating \_\_\_\_\_ to attend this seminar, and we have read and agree to the terms of participation regarding this seminar. I take full responsibility for the nominee's decision to attend, and to pay the fees on time.

\_\_\_\_\_  
Name of Authorized Officer

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** If you are attending on a personal capacity, please sign on the form below to indicate conformity to the terms of participation.

I am attending this seminar, and I have read and agree to the terms of participation regarding this seminar. I take full responsibility for my decision to attend, and to pay the fees.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date