

PERSONAL DETAILS:

First Name: _____ Last Name _____ Gender _____
Birthday _____ Blood Group _____ Student Mobile No: _____
Student Email: _____ Phone Number: _____
Mother Tongue: _____ Religion: _____ City _____
State: _____ Present Address: _____

Permanent Address: _____

TRAINING DETAILS:

BASIC COMPUTER TRAINING – Level 1

Morning to Afternoon Section
Afternoon to Evening Section
Morning to Evening Section

GRAPHICS DESIGN – Beginner

Afternoon to Evening Section
Morning to Afternoon Section
Morning to Evening Section

WEBSITE DESIGN (Frontend) – Intermediate

Morning to Evening Section
Morning to Afternoon Section
Afternoon to Evening Section

WEBSITE DEVELOPMENT (Full Stack) – Intermediate

Morning to Afternoon Section
Afternoon to Evening Section
Morning to Evening Section

OFFICE TECHNOLOGY & MANAGEMENT

Morning to Afternoon Section
Afternoon to Evening Section
Morning to Evening Section

PROFESSIONAL ICT PROGRAMME

Morning to Afternoon Section
Afternoon to Evening Section
Morning to Evening Section



DURATION

- Duration: 3 Months 6 Months 1 Year

- Dates Register: _____

- Time Resumption: _____ Time Out: _____

TRAINING FEES

GRAPHICS DESIGN

3 Months = 50,000

6 Month = 65,000

12 Month = 85,000

WEBSITE DESIGN

3 Months = 80,000

6 Month = 85,000

12 Month = 150,000

WEBSITE DEVELOPMENT

3 Months = 80,000

6 Month = 250,000

1 Year = 500,000

OFFICE TECHNOLOGY & MANAGEMENT

3 Months = 150,000

6 Month = 300,000

1 Year = 700,000

PROFESSIONAL ICT PROGRAMME

3 Months = 250,000

6 Month = 350,000

1 Year = 900,000

Payment Details:

Payment Method: Bank Transfer / Cash
Account Name: OTAB MEDIA CONCEPT
Account Number: 0756892639
Account Branch: GT Bank

EACH TRAINING MODULE

MODULE 1: BASIC COMPUTER & OFFICE SKILLS

- ✓ **Computer fundamentals**
- ✓ **Windows OS**
- ✓ **Microsoft Word**
- ✓ **Microsoft Excel**
- ✓ **Microsoft PowerPoint**
- ✓ **Internet & Email**

MODULE 2: GRAPHICS & DIGITAL DESIGN

- ✓ **CorelDRAW**
- ✓ **Adobe Photoshop**
- ✓ **Logo & Branding Design**
- ✓ **Flyer, Banner & Social Media Design**

MODULE 3: WEBSITE DESIGN

- ✓ **HTML**
- ✓ **CSS**
- ✓ **Responsive Web Design**
- ✓ **Personal & Business Websites**

MODULE 4: WEBSITE DEVELOPMENT

- ✓ **JavaScript**
- ✓ **PHP**
- ✓ **MySQL Database**
- ✓ **Admin Dashboard**
- ✓ **Real-life Projects**

MODULE 5: OFFICE TECHNOLOGY & PROFESSIONAL SKILLS

- ✓ **Advanced Excel**
- ✓ **Data Management**
- ✓ **Presentation Skills**
- ✓ **ICT Ethics & Security**

MODULE 6: INDUSTRIAL PROJECT & INTERNSHIP

- ✓ **Practical projects**
- ✓ **Portfolio building**
- ✓ **Real client-based systems**

GUARANTOR FORM

I, _____, hereby guarantee that I have read and understood the terms and conditions of the computer training program. I understand that:

The training fee is non-refundable after payment.

I am responsible for attending all training sessions and participating in all activities.

The training schedule and content are subject to change.

I will keep all training materials and resources confidential.

I hereby agree to abide by the terms and conditions outlined above. I understand that failure to comply with these terms may result in termination of my participation in the training program.

Guarantors / Guardian Details:

Relation _____ Father Name: _____

Mother Name _____ Occupation _____

Education _____ Guardian Email: _____

Guardian Mobile No: _____ Guardian Address _____

Guardian City _____ Guardian State _____

Guarantor's Signature: _____

Date: _____

Passport
Photo

IMPORTANT NOTICE:

Payment Policy:

A minimum of 70% payment must be made before training starts.

The balance must be paid fully by the end of the first week of training.

This policy is strictly enforced in line with company rules and regulations.

Thank you for your understanding and cooperation.

Signature: _____

Date: _____

STUDENTS TRAINING TERMS, CONDITIONS & POLICIES

1. REGISTRATION & ADMISSION

All students must complete the registration process before resumption.

A non-refundable registration form fee of ~~₱~~**₱5,000** is required.

Registration forms must be filled online or downloaded and submitted to the office.

2. TRAINING FEES & PAYMENT POLICY

Students are required to pay a minimum of 70% of the training fee before training begins.

The remaining balance must be paid in full by the end of the first week of training.

No installment beyond the first week is allowed.

Failure to complete payment as scheduled may lead to suspension from classes.

3. NO REFUND POLICY (VERY IMPORTANT)

All payments made to the company are strictly **NON-REFUNDABLE**.

This includes:

- ✓ Registration form fee
- ✓ Training fees
- ✓ Payments will not be refunded under any circumstance such as:
- ✓ Withdrawal by the student
- ✓ Absence or irregular attendance
- ✓ Change of mind
- ✓ Personal or financial reasons

4. ATTENDANCE & PUNCTUALITY

Students are expected to attend classes regularly and punctually.

Attendance may be recorded daily by the system or instructor.

Students with poor attendance may not be eligible for certification.

5. STUDENT CONDUCT & DISCIPLINE

Students must maintain good behavior and respect for instructors, staff, and fellow students.

Fighting, harassment, abusive language, or misconduct is strictly prohibited.

Any student found violating rules may face:

- ✓ Warning
- ✓ Suspension
- ✓ Expulsion (without refund)

6. USE OF FACILITIES & EQUIPMENT

All computer systems and facilities must be used carefully and responsibly.

Any student who damages equipment intentionally or negligently will be held responsible for repair or replacement.

7. CERTIFICATE POLICY

Certificates will be issued only after:

- ✓ Completion of the training programme
- ✓ Full payment of all fees
- ✓ Satisfactory attendance and performance

8. COMPANY RIGHTS

The company reserves the right to:

Modify training schedules when necessary

Update policies, fees, and rules

Withdraw or suspend any student who violates company terms

9. ACCEPTANCE OF TERMS

By registering for any programme, the student automatically agrees to abide by all company terms, conditions, rules, and policies.

Thank you for choosing our Computer Training Centre (**OTAB MEDIA CONCEPT LIMITED**).

We look forward to helping you build a successful ICT career.

Management

**OTAB MEDIA
CONCEPT LIMITED**