**Course Name:** Aramco Contractor Work Permit Receiver Prerequisite.

**File Name: Registration procedure; 01 July 2017.**

**Page 1**: Registration Terms and Conditions.

**Page 2**: Registration Form.

**Page 3**: Retest Application.

**Reference**: Saudi Aramco Standards.

**Registration Terms and Conditions.**

When enrolling in Aramco Contractor Work Permit Receiver Prerequisite Course conducted by Althiga Alfaizh

Training Institute, Jeddah, (Althiga), the participant hereby, agrees to accept the following general Terms and

Conditions as set out by Althiga:

**WPR Pre-Requisite Course and Institute Policy:**

1

- Course fees is 100% refundable ONLY in case of

cancellation request is sent by an official email and

received by Althiga personnel SEVEN (7) days prior to

course start date.

**Registration requirements:**

1

- A copy of a valid National ID/Iqama for at least 1

month.

2

- The client has the right to replace a participant with

another, ONLY by submitting a change request by an

official email TWO (2) days prior the course start date.

2- Fill in and sign the Registration form and resend again 3- Failure to attend the course without a prior written official

Entitled “**Registration request in Aramco WPR**

**course**”.

email notice (in regards to cancelation policy #1), the fees

will NOT be refundable.

4

- In the event of insufficient enrolment, Althiga reserves the

right to cancel/reschedule the course 5 days prior to course

date, in which case course fees shall be 100% refundable.

In such case, Althiga will NOT be liable for any other

expenses incurred by course participants, i.e. airfare or

hotel charges.

3

- A Photograph colored for each participant to be 4 X 6

CM size.

4

-The fees shall be paid at maximum 7 days before the 5- Absence is NOT allowed during all course days, and in

case of any absence, the registered candidate will NOT be

issued a Certificate and will have to re-register as new

trainee in new upcoming course.

course start date and the priority is for whom pays first.

Fees can be paid by any of the following:

**a. Wire-Transfer,** to our bank account, to send the

payment receipt attached with the registration

form.

6

- Mobiles/Cell-Phones/Cameras or any mean of recording

and communication devices are all NOT ALLOWED

during all course sessions.

**b. Cash**, in our location.

**c. Cheque**, for **Althiga Alfaizh Training Institute**.

And to deliver the original in our location.

7- Mobiles/Cell-Phones/Cameras or any mean of recording

and communication devices are totally FORBIDEN in the

Quizzes Computer Lab, and in case of any found used will

be considered as CHEATING and involved candidate will

NOT be issued a Certificate and will be excluded from

attending any further WPR courses at Althiga.

5

-Above-mentioned items of the Registration

requirements are requested in advance prior the course

start date.

8

- If candidate fail to reach the passing mark of the final test,

he has to attend a 2nd attempt to Retest, for not later than

ONE (1) month after paying the Retest fees: **250.00 SR.**

**(Only Two Hundred and Fifty Saudi Riyal).**

- If candidate do not pass the test second attempt, he HAVE

to re-register himself as new trainee in new upcoming

course.

6

7

8

-Participants shall have above moderate level of English

Language.

9

-Maximum number of trainees per course is 14 person

according to Aramco policies and standards.

1

0- All Tests/Quizzes/Exams Shall be conducted in

computer lab approved by Aramco standards using

desktops PCs, and all tests correction is 100% automated.

-The course can ONLY be conducted in Jeddah at the 11- Althiga reserves the right to exclude (a) participant(s)

from attending any course due to disorderly conduct,

HQ of Althiga Training Institute. As per Aramco

policies and standards.

failure to observe any of Althiga’s rules or above-

mentioned policies of participation or failure to attend the

full course. No refund of fees shall be paid to the

participant or his employer in such circumstances.

**Copyright / Intellectual Property Rights:**

The copyright and all other intellectual property rights related to WPR Pre-Requisite course documentation, and any other

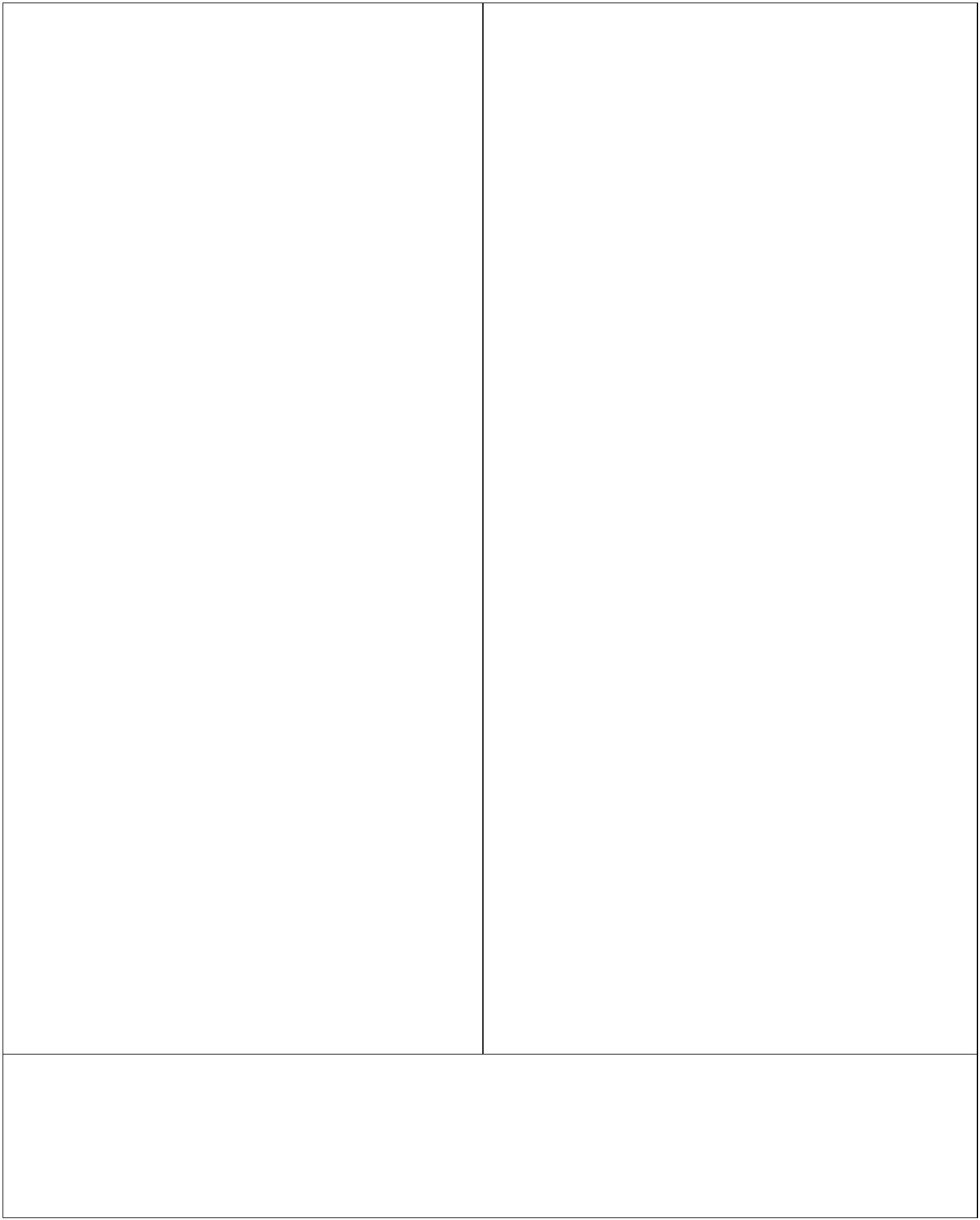
training materials, tools and software provided to the course participants, are solely owned by and hereby reserved to

Althiga. Under no circumstances may the whole or any part of the course documentation be produced or copied in any

form or by any means or translated into another language without the prior written permission of Al Thiga. Training

materials are defined to also include all electronic knowledge products or learning systems, which have been given to the

participant on a storage device or made accessible via the Internet. Offenders are liable for payment of damages.



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**Registration Form**

**Full Name in English**

**As will appear in the**

**certificate and as per**

**National ID/Iqama**

**Grand Father**

**First Name**

**Father Name**

**Family Name**

**Name**

Click here to

enter text.

Click here to

enter text.

Click here to

enter text.

Click here to

enter text.

**Job**

Click here to enter text.

Click here to enter text.

**Company Name**

**Email**

Click here to enter text.

Click here to enter text.

Click here to enter text.

**WhatsApp Number**

**Nationality**

**Work City**

Click here to enter text.

Click here to enter text.

**National ID/ Iqama**

**No.:**

Click here to enter text.

Click here to enter text.

**Name of the contact**

**person from the**

**company**

**Mobile Number**

**Job**

Click here to enter text.

Click here to enter text.

**Email**

Click here to enter text.

Click here to enter text.

**Date of registration**

**Payment Method**

**Course Date**

**Cash** ☐

**Cheque** ☐

**Wire-Transfer** ☐

I, undersigned, I acknowledge that I read carefully the course content and the Registration Terms and

Conditions of Althiga, and agree to subscribe to this course.

**Participant Name:**

**Signature:**

**Date:**

