

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:

Registration requirements:

- 1- A copy of a valid National ID/Iqama for at least 1 month.
- 2- Fill in and sign the Registration form and resend again to sales@althiga.com / operations@althiga.com Entitled “**Registration request in Aramco WPR course**”.
- 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 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.
 - b. **Cash**, in our location.
 - c. **Cheque**, for **Althiga Alfaizh Training Institute**. And to deliver the original in our location.
- 5- Above-mentioned items of the Registration requirements are requested in advance prior the course start date.
- 6- Participants shall have above moderate level of English Language.
- 7- Maximum number of trainees per course is 14 person according to Aramco policies and standards.
- 8- The course can ONLY be conducted in Jeddah at the HQ of Althiga Training Institute. As per Aramco policies and standards.

WPR Pre-Requisite Course and Institute Policy:

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- 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.
- 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.
- 3- Failure to attend the course without a prior written official 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.
- 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.
- 6- Mobiles/Cell-Phones/Cameras or any mean of recording and communication devices are all NOT ALLOWED during all course sessions.
- 7- Mobiles/Cell-Phones/Cameras or any mean of recording and communication devices are totally FORBIDDEN 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.
- 8- The trainee can take the test for the first time for free.
- 9- The test consists of three sections, an average of 80% of each level is required individually to pass the test.
- 10- In case you do not pass the test score for the first time, you will be allowed to enter the second attempt for free.
- 11- In case not passing the grade the second time, you will not allowed to retake the exam which requires registering for the course as a new trainee with full payment of fees.
- 12- If candidate do not pass the test second attempt, he HAVE to re-register himself as new trainee in new upcoming course.
- 13- All Tests/Quizzes/Exams Shall be conducted in computer lab approved by Aramco standards using desktops PCs, and all tests correction is 100% automated.
- 14- Althiga reserves the right to exclude (a) participant(s) from attending any course due to disorderly conduct, 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.



معهد الثقة الفائزة للتدريب
Al Thiga Alfaizh Training Institute

Course Name: Aramco Contractor Work Permit Receiver Prerequisite.

File Name: Registration procedure; 03 Jan 2024.

Page 1: Registration Terms and Conditions.

Page 2: Registration Form.

Page 3: Mailing Address.

Reference: Saudi Aramco Standards.

Registration Form

Full Name in English As will appear in the certificate and as per National ID/Iqama	First Name	Father Name	Grand Father Name	Family Name
Job		Company Name		
Mobile Number		Email		
Work City		Nationality		
		National ID/ Iqama No.:		
Name of the contact person from the company		Mobile Number		
Job		Email		
Date of registration		Course Date		
Payment Method	Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Wire-Transfer <input type="checkbox"/>	

Mr. Al Thiga Alfaizh Training Institute ID 4030215548	الميد/ معهد الثقة الفائزة للتدريب هوية 4030215548	
We would like to thank you for banking with the Saudi National Bank, and would also like to assure you that we will continue to deliver premium service and maximum accuracy and security regarding your transaction; and according to your request, herein below is your IBAN number:	نود أن نتقدم بجزيل الشكر والامتنان على تعاملك مع البنك الأهلي السعودي، ونؤكد لكم استمرارنا في تقديم أفضل الخدمات وضمنان أقصى حدود الدقة والأمان في تعاملاتكم المصرفية معنا. وبناء على طلبكم تم طباعة هذا النموذج المتضمن رقم حسابكم لدى البنك الأهلي السعودي الخاص بكم:	
Account Number at SNB	12388964000207	رقم الحساب في البنك الأهلي السعودي
International Account Number	SA8110000012388964000207	رقم الحساب الدولي (IBAN)
Swift Code	NCBKSAJE	رمز السويفت

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:

Date:

Signature:



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Mailing Address

City		District	
Building Name\Number		Street	
Receiver name:			
Mobile Number:			

Participant Name:

Signature:

Date: