

ENTRY FORM



The shaded fields in this form are editable.

You do not need to print it to fill it out.

Once filled out, please send it to ana.pintocoelho@insightout.pt

TRAINING EVENT

COURSE

LOCATION

DATE

/

/

PARTICIPANT IDENTIFICATION

FULL NAME

BIRTHDATE

TAX ID NUMBER (NIF)

IDENTIFICATION CARD/PASSPORT*

EXPIRATION DATE

SOCIAL IDENTIFICATION NUMBER

COUNTRY OF BIRTH

NACIONALITY

ADDRESS

ZIP CODE

CITY

TELEPHONE

MOBILE

E-MAIL

*PLEASE, ATTACH COPY OF THE SUPPORTING DOCUMENT, SOLELY FOR USE IN THE SIGO PLATFORM REGISTRATION (WWW.SIGO.PT)

PROFESSIONAL FRAMEWORK

COMPANY

ADDRESS

ZIP-CODE

CITY

TAX-PAYER NR

TELEPHONE

MOBILE

E-MAIL

PERSON RESPONSIBLE FOR THE REGISTRATION

CHOSEN OPTION

**LEVEL I
(MOD. I / III)**
2.750€

**LEVEL II
(MOD. IV / VII)**
3.750€

**PACK LEVEL I / II
(MOD. I / VII)**
Ready Payment: 5.850
Installments: 6.500€

**CCE'S
(MOD VIII)**
Alumni: 496€
General Public: 620€

If you'd like a payment plan for any of the options, let us know



In partnership:



PARTICIPATIONS TERMS

Registration is only considered after payment

Payment includes: participation in the course, documentation and Training Certificate

CANCELLATION AND/OR REFUND POLICY:

This Cancellation and/or Refund Policy governs the manner in which InsightOut operates in situations of cancellation, default or withdrawal from its training programs. This Policy applies to all training programmes provided by InsightOut.

1. Cancellations

All InsightOut training programmes require a minimum number of participants, which is a limiting factor for the opening of the training programme. In the event of a training course not opening, all registered participants will be notified as soon as possible and no later than 5 days prior to the scheduled start date. Based on this notification, the trainee may request to transfer his/her registration to another edition of the same training course or to another training course (subject to the admission rules applicable to the new training course) or request full reimbursement of the amount invested immediately.

2. Withdrawals

Following registration and commencement of the training course, the trainee undertakes to pay the full amount presented for the training course, even if he/she has been given the option to split the training fee. This obligation is independent of any event or decision of a personal nature that leads to the absence or withdrawal of the student.

3. Refunds

After the respective payment has been made, no amount paid will be refunded as a cancellation policy format, for non-attendance or withdrawal on the part of the student.

In the event of a training course not opening and after notification of this fact, the student may request to transfer his/her registration to another edition of the same training course or to another training course (subject to the admission rules applicable to the new training course), keep the amount invested as credit for other training courses or request full reimbursement of the amount invested. Valid for 2 years.

INFORMATION REGARDING CONFIDENTIALITY AND PERSONAL DATA TREATMENT

The entry form, accompanied by copies of all the documents that are part of each participants individual file, will be archived in the Technical and Pedagogical Dossier of the training event, and may be accessed in the scope of control actions by the entities responsible, in accordance with the current laws.

In the scope of these actions, the participants may be contacted by such entities in order to provide information regarding the course. Do you authorize the communication of your data to DGERT-DSQA?

Personal data will be processed in a computerized data base, of exclusive use by "Insight Out - Coaching e Desenvolvimento Humano, Lda.", for sending information regarding the promoted activities. The data are processed fairly and lawfully, in accordance with the current law on data protection (Portuguese Law nr 67/98 of October 26). The information is not available to third parties.

I authorise the use of my data

I do not authorise the use of my data

I authorise the sharing of my e-mail address with the teachers and students in the training course I am attending

Date _____ / _____ / _____ Signature _____