

# TRC Workshop Programme

## Enrolment Form for Institutional Members



Course Title: \_\_\_\_\_

Course No: \_\_\_\_\_

**Name of Participants**  
(please print as required on the certificate)

**Personal Contact Number**  
(in case of emergency after school hours)

**Level of Classes Taught**  
(if applicable)

---

---

---

---

---

---

---

---

---

---

---

---

Name of Institution: \_\_\_\_\_

Tel. No: \_\_\_\_\_

TRC Membership No: \_\_\_\_\_

The sum of Rs. \_\_\_\_\_ as course fee by cash/cheque is enclosed.

**Please Note:**

- Incomplete forms will not be accepted.
- In the event of disturbance in the city, please call to check about the scheduled workshop.
- If TRC cancels a workshop you will get a full refund. Requests for refunds must be received within 5 working days of the workshop.
- If you cancel a registration:
  - one day before a workshop, you get No refund
  - two days before a workshop you get a 50% refund
  - more than two days before a workshop you get a 25% refund

**Head's Signature & School Stamp:**

\_\_\_\_\_

**For office use only**

Date: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Received by: \_\_\_\_\_