**Technical Academy eWorkshops – Fee Agreement Form**

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| **FEE PAYMENT FORM INSTRUCTIONS** |
| To enrol successful applicants, participating offices are required to agree to pay **$500 USD per participant** prior to induction in to the course. This is expected to come from existing programme budget for technical support and capacity building.   Please sign this form, then scan and upload to the eWorkshop registration form . It must be signed by someone with the authority to approve the course fees. If you are associated with a World Vision office, World Vision’s Global Centre department will Direct Charge your office for the course fees, using this form to show agreement to the charges. |
| **CHARGE APPROVAL** |
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| Applicant’s Full Name : |   |
|  Course registering for: |  |
| Approved amount to be charged ($ USD)  |   |
| Office/Organisation  |   |
| Cost Centre or Account to charge  |   |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [print full name], the Finance approver of the applicant identified above, agree to approve Technical Academy of World Vision’s Global Centre to Direct Charge our office for the above participant fee of $500 USD. Also, I understand that:1. A full rate charge will be made if the participant remains inactive by the end of week 2 and is then removed unless there are extenuating circumstances.
2. A full rate charge will be made for the course where the participant is unsuccessful to complete.
3. A half-price place will be offered to be applied in the next cohort if the participant engages throughout the course but does not achieve certification.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |