



PROGRAM INFORMATION (TRAINING)

- 1. Registration:** Duly filled application form must be mailed to TMI as the evidence of the examination booking.
- 2. Course Fees:** Refer the Brochure of the Individual courses in which all the respective fees are available. All the fees will be acceptable only in the form of cheque or demand draft in favor of “Tonmerit International LTD” payable at Warri. No cash mode is acceptable. All the fees shall have to be payable along with the applicable VAT. An official receipt for course fees will be provided to each student with the course certificate.
- 3. Prerequisites:** Refer the respective Brochure and Certification manual CM which covers the requirements.
- 4. Discounts:** No discounts available at present.
- 5. Location and Contact information:**

Location:	25, Okuokoko Agbarho Express Road, Okuokoko, Warri Delta State
Contact name for further information of advice:	Omamemo, Edefe Office
Contact telephone number:	+234 805 775 8775
Contact email address:	tonmeritsintl@gmail.com
Upon arrival please park your vehicle at	Upon arrival please park your vehicle at Ground floor Parking facility on the above address
Upon arrival report to:	Exam co-ordinator

- 6. Cancellation Policy:** If you re schedule the exam, no extra charge will be charged. If you are unable to attend the exam as scheduled and cancelling the program, the 90 percent of the fee paid shall be refunded i.e. 10 percent administrative fee for the cancellation will be charged.
- 7. Textbooks:** Course notes are provided upon arrival. All other reference materials, such as codes and standards, will be available for your use during the course.
- 8. Equipment's:** We provide all necessary equipment and accessories related to examination. If you choose to use your own instrument, please ensure that it is fully serviceable and has a certificate of calibration and agreed upon by TIM.
- 9. Safety:** It is the responsibility of the student to provide appropriate clothing and suitable, protective footwear for the practical parts of the examination. Safety shoes are mandatory for all laboratory work. All Students shall comply and abide by the Local Health and Safety rules and regulations of TIM when they are on TIM premises.
- 10. Things to Bring:** Safety Shoes are mandatory for all laboratory work. Long pants are required for all lab work. Scientific Calculator - Non-programmable calculators should be brought for use during all exams.



11. **Class Room Hours:** Unless otherwise notified, examinations will be conducted from 9:30 a.m. to 6:00 p.m. daily. (30 minutes lunch break).
12. **Attendance:** Students must attend 100% of the course to meet TMI certification requirements. Attendance shall be reported in the course documentation.
13. **Certificates:** Certificates will be issued to each participant who successfully completes the course including attendance requirements. The criteria for successful completion are that the participant must meet the attendance requirements and attain 70% grade in the continuous evaluation during the course.
14. **Accommodations:** List of accommodations available with the administration staff. May contact for assistance.
15. **General Information:** Candidates in ISO 9712 examinations must show valid acceptable proof of identity. If already an ISO 9712 holder, the ISO 9712 identity or wallet card will suffice. Otherwise, an identity card, passport or driver's license bearing a photograph is required. No acceptable i/d = no examination!
 1. Nearest Railway station: DSC Adlaja
 2. Nearest Bus Station: DSC Roundabout
 3. Nearest Airport: Osubi Airport Osubi
16. **Emergency Information:** If the weather deteriorates while you're in class, your instructor will advise you about any changes to the course schedule. We prefer to ensure that everyone travels safely before the weather gets worse. Any missed class hours will be made up by extending into evening hours or extending the course.

Name of student: _____

Signature: _____ Date: _____,