



REGISTRATION, FEES & PAYMENT

Registration

You can register for a place on one of our courses by downloading and completing the training application form from our web site. We will reserve your place once this has been received by us. Applications for training in Nepal should be sent to nepal@eldtraining.com, for Thailand to thai@eldtraining.com, for Kenya to kenya@eldtraining.com and for the United Kingdom to mail@eldtraining.com.

When we receive your application form we will reserve your place and invoice you. Once you have paid the training fee, your place will become confirmed. Receipts are issued at the training itself to participants. We usually contact participants once again around 1-2 weeks prior to the training start date.

Remember that training fees don't include accommodation, and it's your responsibility to book this, though we will make recommendations. You are also personally responsible for ensuring you have a visa and for appropriate travel arrangements.

Fees

Fees vary from country to country and course to course. A summary of standard fees is as follows:

Course	Duration	Thailand	Kenya	UK	Nepal (NRS) Standard / Local NGO
Reporting Skills and Professional Writing	5 days	420 GBP	420 GBP	800 GBP	22,500 / 16,000
Project Proposal Writing	5 days	420 GBP	420 GBP	800 GBP	22,500 / 16,000
Case Study and News Story Writing	4 days	340 GBP	N/A	700 GBP	18,500 / 13,000
The Project Manager's Toolkit	8 days	N/A	N/A	N/A	26,500 / 20,000
Facilitation and Presentation Skills	5 days	420 GBP	N/A	N/A	22,500 / 16,000
Participatory Monitoring and Evaluation	5 days	420 GBP	N/A	N/A	22,500 / 16,000
Training of Trainers	5 days	N/A	N/A	N/A	22,500 / 16,000

N/A = Not currently available. For exchange rates, please consult your bank or www.xe.com.

Please note that from 2011, international participants in Nepal will pay the Thailand / Kenya rates.



Please note that:

- All fees include training and refreshments, all training materials, stationery, training report and resource CD. Nepal fees also include a light lunch. Fees do not include visas, transportation, accommodation, medical insurance, lunch, evening meals, etc., or anything not stated here.
- Nepal fees are subject to VAT
- There are two fees for Nepal. The first is the standard rate, and the second applies only to local organisations. Please do not ask for the local NGO rate if you are from an international organisation - this includes INGOs that are registered locally in Nepal – or if the sponsoring organisation is international (i.e. an NGO participant paid for by an INGO or UN agency pays the full rate). Only local NGOs paying from their own budgets are eligible for this discount.

Discounts

The following discounts are available for all courses, except for Nepal participants at the local NGO rate. Only one discount applies at any time.

- 10% Early Payment discount – if payment is received in full no later than **one month** before course start
- 10% Group Booking discount – if 3 or more participants register and pay together (even if they are for different courses)
- 10% Online Booking discount – if you pay for your course online via PayPal or Google Checkout

Payment Methods

Participants in Nepal can pay directly to the ELD Training Centre in Lalitpur, Kathmandu. Cheques may be made out to 'The Empowerment and Learning Development Centre Pvt. Ltd.'. The contact for this office is eld@wlink.com.np / 5555071.

Participants for Thailand and the UK may pay online via PayPal or Google Checkout. For offline payment by bank transfer, our nominated bank account information will be on your invoice and can also be found at www.eldtraining.com/order.htm. Please ensure when sending by bank transfer that the amount invoiced is the amount to be received by us after any transfer charges and deductions. When sending by bank transfer, it helps to scan and email us the deposit slip so we can notify you of successful receipt.

Cancellation

In the event of cancellation by the participant, fees are not usually refundable except in unusual cases. However, participants will be able to transfer their participation to another person or use their fee against a future training. In the event that we do provide a refund (for example, if we cannot offer a place on another, similar course in the near future) ELD reserves the right to deduct transaction and administrative costs.

ELD Training

empowerment, learning, development



In the event of ELD cancellation or postponement, we will endeavour to inform you within 2 weeks of the course start date. Participants are responsible for ensuring that ELD mails can be received, and are not blocked by any mail filter. In event of cancellation or postponement, ELD's liability will be limited to reimbursement of the course fee only or a place on a similar training.

Administrative Information

Visas

If you are travelling to an ELD training course from overseas you may be required to have a valid visa for both the destination country as well as any countries you transit. ELD does not facilitate visas, but will email letters of acceptance for participants who have fully paid their course fees. It is the participant's own responsibility to understand and comply with all and any visa requirements.

Visas for the UK are particularly difficult, and it is recommended you apply for training in the UK only if you are fully confident that you will be issued a visitor's visa. There is nothing ELD can do to guarantee entry into the United Kingdom.

Health

Participants are responsible for their own health insurance if deemed needed, and ELD will not be liable for any injury or loss incurred during ELD training courses. Please let us know if you have any medical conditions we need to be aware of in case of any emergency.

Accommodation

Accommodation is not included in any training fees. In Thailand, the Regional Community Forestry Training Centre, Kasetsart University – the training venue - usually keeps a few rooms at its guest house available for ELD participants, which can be seen at www.recoftc.org. The web site also has a map of how to find the centre and written directions in Thai for taxi drivers.

In Nairobi, training is conducted at Ndemi Place (www.ndemiplace.com). Rooms are available at the venue, and also next door at Sandavy Guest House (<http://www.nairobiquesthouse.com>). Both places are much more affordable than staying in the Central Business District, and are quiet and peaceful. If staying elsewhere, you will be able to hire transport from Ndemi Place.

International participants visiting Nepal may contact the ELD office in Kathmandu for accommodation advice. International participants visiting the United Kingdom may contact mail@eldtraining.com for accommodation advice.

Other

Those who can do so will find it useful to bring a laptop as we will be providing trial versions of Mind Mapping software and encouraging use of Mind Mapping during the Reporting Skills and Proposal Writing courses. All courses start at 9 AM and usually finish by around 4.30 PM. Participants should arrive by 8.30 AM on the first day of any course, and international participants should ensure that they do not have to leave early on the final day to catch flights.