

## Training Agreement

This agreement was concluded on the (day) ..... corresponding to ..... between (The first party), hereafter represented by Bahrain Training Institute (BTI), and (the second party), hereafter represented by the Trainee. The agreement stipulates the following:

### Article(1)

The first party decided to allow the second party to get training and join the ..... training program, for ..... Training hours at Bahrain Training Institute (BTI), starting from ..... / ..... / ....., to ..... / ..... / ....., and the trainee must adhere to the training program that he/ she enrolls in according to the dates specified in the acceptance letter.

### Article 2

The second party is obliged to carry out the exams in either morning or evening sessions, according to the timing determined by the first party

### Article(3)

The second party shall abide by the terms and conditions stipulated in this agreement, in addition to all laws and regulations pertaining to the first party, or that are developed in the future, and in particular the following:

- The provisions of the Admission and Registration System Regulations issued by Ministerial Resolution No. (477 / MAN / 2015).
- Provisions of the Code of Conduct Violations issued by Ministerial Resolution No. (835 / MAN / 2018).

توقيع الطرف الأول

Signature of the first party

توقيع الطرف الثاني

Signature of the second party

#### **Article 4**

A trainee who violates the laws, regulations, decisions and instructions applicable to the first party, shall be subject to disciplinary penalty, without prejudice to criminal or civil liability when necessary.

#### **Article(5)**

The second party is obliged to pay material compensation for any damage he/ she causes to the movable and immovable property of the first party, and this does not prevent the imposition of disciplinary penalty on the trainee.

#### **Article 6**

The second party is obligated to pay the training fees at the time specified by the first party in the program pricing form, full training fees must be paid before the completion of the training program.

#### **Article(7)**

Fees for training programs implemented by the first party will be refunded according to the following:

- 1- For short training programs that do not exceed 30 training hours, the second party does not recover training fees upon the start of the program, whether the trainee is sponsored or enrolled at his own expenses.
- 2- For training programs with a duration of more than 30 training hours, the fees are refunded as follows:

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توقيع الطرف الثاني

Signature of the second party

- A- 100% of the paid fees will be refunded upon withdrawal prior to the start of the training program.
- B- 50% of the paid fees will be refunded upon withdrawal after completing 25% of the program hours.
- C- Sponsored trainees or those receiving financial support from a governmental or private body, who failed to attend or pass exams, or withdrew after passing 25% of the training hours, are obliged to pay 50% of the training fees through their sponsors.

### **Article(8)**

If the second party wishes to withdraw from the program, he/ she must submit an official letter accompanied by supporting documents and justifications for the withdrawal. The withdrawal is not approved until the official approval of the first party is obtained, on condition that the second party bear the consequence.

### **Article(9)**

The authority to accept excuses for absence, delay in delivering the requested assignments, is granted to the trainer in charge of the program, in addition to the approval of the program coordinator. Excuses will not be accepted unless supporting documents and justifications are submitted, in addition to the delayed tasks and assignments which might subject the trainee to disciplinary actions approved by the coordinator. The assignments there are not submitted due to absenteeism without an acceptable excuse, shall not be counted.

### **Article(10)**

The second party shall allow the trainee to repeat the training unit in which he/ she failed, and the unit which he/ she is repeating for getting a (WF), at his own

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Signature of the second party

expense. The trainee may resume his studies as stipulated in the agreement, if he/she passes the unit.

### Article(11)

- A- In case of a 25% or more absenteeism in any of the training units, the second party shall be prevented from submitting the final exam.
- B- If the attendance rate of the second party in the training program is (75%), the trainee shall receive a certificate of attendance only, but no certificate shall be granted if the attendance rate is less than this.

### Article(12)

The first party may, as required by public interest, take a decision to terminate the agreement with the second party in the following cases:

- A- The issuance of a judgment for a felony or misdemeanour affecting the honour and trustworthiness of the second party.
- B- The second party suffers from a disease that hinders him/ her from continuing training or affects others, according to reports issued by the medical committees at the Ministry of Health, but failed to inform the first party of the health status when submitting the application.

The agreement was edited on: / /

Name of trainee \_\_\_\_\_ ID Number \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

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Signature of the first party

توقيع الطرف الثاني

Signature of the second party

Please fill in the information below for sponsored trainees:

Name of sponsor \_\_\_\_\_

Name of the in-charge \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For BTI (ITS official use)**

Name of receiver: \_\_\_\_\_ Signature and date \_\_\_\_\_

Head of ITS \_\_\_\_\_ Signature and Date \_\_\_\_\_

يرجى ملء البيانات ادناه في حالة إن كان المتدرب مكفول:

ختم المؤسسة

اسم الجهة الكافلة: \_\_\_\_\_

اسم الشخص السؤول: \_\_\_\_\_

التوقيع: \_\_\_\_\_ التاريخ: \_\_\_\_\_

لاستخدام معهد البحرين للتدريب ( قسم تدريب المؤسسات):

اسم الموظف المستلم:

التوقيع والتاريخ: \_\_\_\_\_

التوقيع والتاريخ \_\_\_\_\_

رئيس القسم تدريب المؤسسات: \_\_\_\_\_

توقيع الطرف الأول

Signature of the first party

توقيع الطرف الثاني

Signature of the second party