



University of Nairobi Enterprises and Services Ltd

PROFESSIONAL SHORT COURSES REGISTRATION FORM

Instructions: Please fill out all the sections completely. Note that if the minimum number of participants for the course(s) you have selected is not met, you will be notified and your registration fee returned in full.

1. Full Name: _____

2. Mailing Address: _____

3. Email Address: _____

4. Alternate Email (if applicable): _____

5. Telephone: _____

6. Employer (if applicable): _____

7. Courses (s) registering for: _____

8. Total Kshs.: _____

9. Signature/Date: _____

Payment Options:

Payment for the courses can be made in one of the following options:

- **Bankers Cheque** (Payment must be made at least five days before course commencement)
- **Personal Cheque** (Payment must be made at least ten days before the commencement of the course. Registration guaranteed once cheque clears)
- Direct payment into **UNES Consultancy** Account Barclays Bank Westlands Account Number- 073-2252452. Use payment slip as proof of payment during registration

Course Registration:

Course registration can be done at:

- UNES Student Office in Gandhi Wing, Room G3 Main Campus University of Nairobi.
- UNES Ltd Headquarters, Kolobot Drive, off Arboretum Drive, near State House Girls School, Nairobi.

INTERNAL: G3 and Front Desk: Please forward all completed forms to Consulting Unit at HQ on a daily basis