

# Registration Policy

## General Rule

- These instructions are considered valid and effective immediately upon filling and submitting the subscription data.
- Registration in the program does not mean final acceptance in the current offering, and we may transfer your registration to the next offering.
- The university may document the activities of the training program and republish some aspects of the trainees' interaction in SEU media.
- Attending the training program does not mean passing it, but the trainee must fulfill all requirements.

## Trainee Ethics

- Commitment to public morals is required, and respect for the opinion of others is essential for the success of the learning and training process.
- The trainee is obligated to perform all the requirements of the training program and apply all skills and exercises during and after the training process.
- Adhere to the instructions regulating the training program, and the supervisory committee has the right to exclude any trainee who violates the instructions.

## Copy Rights

- The university may conduct tests and opinion polls for the purpose of evaluating training programs, and the trainee may not print, republish or photocopy it.

## Obtaining the Completion of the Program Certificate

- The trainee is obligated to attend the allocated training hours for each course, considering that he/she is allowed to delay or miss the sessions for a maximum of 20% of the course hours, and this is calculated from the attendance percentage in the programs where attendance is required.
- Attendance on the first day is mandatory in order to calculate attendance for the course, and it is not permissible to delay or miss first day.
- The training certificate of completion is issued at the end of the training program, with the same name submitted by the trainee.
- The trainee is not entitled to obtain a certificate of completion of the in any of the following cases: Program fees non-payment - Failure to attend training courses - Non-compliance with the instructions of trainers.
- Obtaining the CAIP certificate is the responsibility of the trainee, and he must pass the exam to obtain the certificate.