

Training Program Financing Procedures

Overview:

Life Science Academy has signed a collaboration agreement with Warba Bank to offer healthcare professionals a financing service in a form of a loan for individuals who are keen to develop their continuous medical education through the courses and workshops offered exclusively by Life Sciences Academy. There are certain rules and conditions for this agreement.

Rules & Procedures:

All services, rules & regulations are subject to consumer financing as per Central Bank of Kuwait classification:

- The finance amount will be from **1000 KD** (One Thousand Kuwaiti Dinar) up to **5,000 KD** (five thousands Kuwaiti Dinar) within either one year or two years. This will enable the client to take a bundle of programs in different dates.
- Non Refundable registration fees will be applied upon opening request as follow:
 - 35 KD per Year
 - 55 KD per 2 Years.
- When the client approach LSA showing his/her interest to participate in one or more of the courses and request financing loan.
- LSA will prepare price quotation that include (Program Title, description, price & validation Date -it will be valid for one month) along with signature of the client on the quotation to Warba bank.
- The Required documents from the clients which should be handed to the bank:
 - I. Copy of Civil ID.
 - II. Copy of the customer passport (non –Kuwaiti)
 - III. Detailed salary certificate showing net salary.
 - IV. Account Statement showing last 3 months (Original)
- The client will be directly in contact with Warba Bank to follow up for the approval. LSA will provide the client with the name and contact details of Warba's representative.
- Once the client prepare the required documents He/she will submit the documents directly to the sales representative or vice versa the sales will collect the papers from the client.
- The above mentioned documents should be ready within 10 days maximum to be provided to the bank.

- Checking the client documents and status by the bank will take **7 working days** (exclude Friday & Saturday).
- Once the client get the approval for the loan, **there will be no cancellation or refund**, and the client should show a commitment to the bank with repaid the money, and the **communication will be directly with the bank regarding the FINANCE part. The Academy will be responsible only for course registration, rescheduling and replacement.**
- The client have the privilege of rescheduling and attending a class in future at his/her convenience on any date of scheduled training. The client should contact and inform the Professional Development Officer minimum **before 2 weeks of the course start date for the in-house training programs AND 1 month for the external programs.** Plus he/she need to fill and sign a form for the new rescheduling.
- It is important that clients are aware of the Rescheduling option because LSA will only allow the client to **reschedule once for each training program requested.**
- If the client for some reasons couldn't attend the class and he/she would like to nominate someone else to attend the scheduled course, **it should be before 2 weeks of the program start date,** and they have to fill a form with the new information for the replacement and to provide us with civil ID for the new nomination, and it will be one time.