



**Policy Number: CEC010120**

**Center for Continuing Education and Enterprises (CCEE)  
Training Courses/ Programs Registration and Cancellation Policy**

**A. Registration procedure:**

In order to register in any of the CCEE courses / programs

**Online registration:**

- Read the registration policy carefully.
- Provide a copy of your valid Emirates ID or Passport.
- Pay full fees online.
- Payment should be made minimum 5 working days prior to the course start date.

**B. Payment terms:**

- Cheques are **NOT** accepted.
- Payments shall be made in one installment.

**C. Cancellation terms:**

- Payments are **NON-refundable**.
- Payments are refundable only if the courses are cancelled by CCEE.

**D. For online payments:** please send the below to the sales executive:

- Copy of the transfer slip
- Copy of the Emirates ID or Passport
- Name of the course/program paid for.

**E. Important Notice:**

- Candidates must attend minimum 75% of the course to avail a certificate.
- Ajman University is not responsible for any changes or updates that occur at any time after the start of the program by governmental or non-governmental entities related to procedures, laws, accreditations and licenses for this training program.