



# KIBS Registration rules, Payment Policy & Intellectual Property, Media Consent & Exam Rules and Regulations

## KIBS Registration Rules and Regulations

### 1. Attendance & Lateness

- I acknowledge that I must attend at least 85% of the total training hours to be eligible for a certificate.
- I understand that being 15 minutes late from the start of a session will be marked as late, and every three late arrivals will be counted as one day absent.
- I agree to sign in and out as required by the program coordinator to confirm my attendance.
- I understand that attendance records will be shared with my employer.
- I acknowledge that KIBS reserves the right to take action against repeated absences or unprofessional behavior.

### 2. Program Schedule & Timing

- I agree to follow the official program schedule, including all sessions and designated breaks.
- I will participate actively and professionally in all training sessions, group activities, and discussions.

### 3. Certificate of Attendance

- I understand that the certificate will only be issued if I meet the attendance requirement.
- I acknowledge that failure to comply with the program's rules may result in the withholding of my certificate.

### 4. Evaluation Form

- I commit to completing the evaluation form provided during the program to help improve future training experiences.
- I understand that feedback is essential for program quality enhancement and is part of my responsibility as a participant.

### 5. Professional Conduct & Dress Code

- I agree to maintain a professional attitude, demonstrate respect towards trainers, staff, and other participants, and dress in formal or smart casual attire.
- I acknowledge that smoking is strictly prohibited within KIBS premises.
- I agree to adhere to KIBS' code of conduct and avoid any behavior that may disrupt the learning environment.



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## 6. Legal & Institutional Responsibility

- I understand that KIBS holds the right to modify, reschedule, or cancel the program, if necessary, without prior notice.
- I acknowledge that KIBS is not responsible for personal belongings, injuries, or any losses during my participation in the training program.
- I understand that plagiarism, cheating, or any form of dishonesty will result in immediate disqualification from the program and possible legal action.
- I confirm that all the details provided are complete, up-to-date, and accurate. I understand that any missing or incomplete information may result in ineligibility for acceptance and/or certification.

## KIBS Intellectual Property & Media Consent

### 7. Intellectual Property Rights

- I understand that all training materials, handouts, presentations, videos, and other resources provided by KIBS are the exclusive property of KIBS.
- I agree that these materials are for personal educational use only and must not be copied, distributed, reproduced, or used for commercial purposes without prior written consent from KIBS.

### 8. Media Consent

- I grant KIBS the right to capture, record, and use photographs, videos, or audio recordings of me taken during training sessions for educational, promotional, and marketing purposes.
- I understand that such media may be used in brochures, social media, websites, reports, and other official KIBS publications.

### 9. Confidentiality & Data Protection

- I acknowledge that all recordings, discussions, and shared training content are considered confidential and should not be shared externally without explicit permission.
- I understand that my personal data collected for program registration and participation will be stored by KIBS and used for training, administrative, recruitment or other professional purposes.



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## KIBS Payment Policy (Cancellation and Refund):

- Registration fees and program costs must be paid in full at least **10 days prior** to the program start date and are **non-refundable**, except in the following cases:
  - **Full Refund (100%)** – If withdrawal is made more than **7 working days** before the program start date, or if KIBS cancels the program.
  - **Partial Refund (50%)** – If withdrawal is made **6 working days or less** before the program start date.
  - **No Refund** – If withdrawal occurs **on or after** the program start date.

## Exam Rules and Regulations

- Examinees must sign the attendance sheet before starting the exam.
- Examinees must be present in the testing room 15 minutes before the start of the exam.
- Examinees are not permitted in the testing room if there are no proctors available. No examinees will be allowed in the testing room 15 minutes after the start of the exam.
- Examinees must have a valid identification (civil ID, passport, Kuwait mobile ID, etc.) to present to the proctors.
- Examinees must place their phones, smartwatches, calculators, all papers or personal notes and any other electronic devices in the cabinet provided inside or outside the exam room.
- Examinees can only start the exam when the proctor informs them that it is time to start the exam. The exam will be timed; a timer will be present on the exam page or on the projector in the exam room.
- Examinees must refrain from talking or gesturing to other examinees once in the exam room and especially after the start of the exam.
- Examinees must return all exam center belongings to the proctors or KIBS representatives and leave all papers, pens, and other exam related belongings within the exam room.
- Examinees should not leave the testing room even after completing the exam until 15 minutes after the start of the exam or until all the examinees are present inside the exam room.



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- Examinees must maintain civilized and professional behavior and silence throughout the exam; in case of any technical issues that require the intervention of the IT Department, the examinees should only raise their hand to signal the proctor for assistance.
- Examinees are strictly prohibited to reproduce or remove any exam content, in whole or in part, from the testing room.
- Smoking is prohibited inside KIBS premises.
- No examinee or any other requesting entity will have the right to request reviewing the exam questions or CCTV footage.

In case of violation of any of the above rules, the proctor **reserves the right to dismiss the examinee from the exam**, which will result in a **zero grade** for the exam. The Institute reserves the right to review all CCTV footage, and if it is found out that any of the exam rules & regulations have been violated, the examinee score will be discarded, and further actions may be taken with respect to his/her participation in upcoming exams and/or training programs.