



# APPLICATION FOR ENROLLMENT

Capacity Building Programs for Government Officers & Corporate Staff

## HEYON INSTITUTE

TVEC Registered Center | Reg No: P02/0487  
No. 121/A, Mandawala Road, Pugoda  
Email: info@heyoninstitute.lk | Web: www.heyoninstitute.lk

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### COURSE SELECTION

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### PERSONAL PROFILE

Full Name (As per NIC): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

National Identity Card (NIC) No: \_\_\_\_\_ Gender:  Male  Female

### EMPLOYMENT & OFFICIAL DETAILS

Designation / Job Title: \_\_\_\_\_

Service Category (e.g., Management Assistant, Development Officer): \_\_\_\_\_

Department / Ministry / Institute Name: \_\_\_\_\_

Official Workplace Address: \_\_\_\_\_  
\_\_\_\_\_

### CONTACT INFORMATION

Official Email Address: \_\_\_\_\_

Active WhatsApp Number: +94 \_\_\_\_ — \_\_\_\_\_

Alternative Mobile / Landline: +94 \_\_\_\_ — \_\_\_\_\_

### PAYMENT METHOD & BILLING PATHWAY

**Private Settlement:** Direct cash payment at the office or online bank transfer/deposit.

**Official Institutional Settlement:** To be funded and settled directly via Cheque or Bank Transfer by employer/department.

### APPLICANT DECLARATION

I certify that the information provided above is true and accurate to the best of my knowledge. I agree to abide by the rules and academic regulations of Heyon Institute during the training schedule.

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date (YYYY / MM / DD)

**OFFICIAL ENDORSEMENT / SPONSORSHIP**

*(Compulsory ONLY for applicants nominated/sponsored by a Government Office or Corporate Employer)*

I hereby recommend and forward the application of Mr. / Ms. / Mrs.

\_\_\_\_\_ for enrollment in the specified capacity-building program at Heyon Institute. I confirm that our department / working office will handle the corresponding registration fees.

\_\_\_\_\_

\_\_\_\_\_

Signature of the Head of the Institute

Date (YYYY / MM / DD)

Designation: \_\_\_\_\_

Official Institutional Seal/Stamp:

**OFFICIAL BANK DETAILS FOR PAYMENT**

Bank Name	Branch	Account Name	Account Number
National Savings Bank (NSB)	Pugoda Branch	Heyon Institute	300115191048