

# ENROLLMENT REQUEST FORM

**EMAIL ENROLLMENT FORM TO:**

[Training-history@shell.com](mailto:Training-history@shell.com)

Please allow 3 – 5 days for confirmation.

**ROBERT TRAINING & CONFERENCE CENTER**

**23260 SHELL LANE**

**ROBERT, LA 70455**

MAIN OFFICE – 985.543.1200

Process, Subsea or Electrical Training – 985.543.3409

HSSE – 985.902.5181

**AVAILABILITY SUBJECT TO CHANGE.** We request that you submit new enrollment requests at least **48 hours** prior to the class start date. Any cancellation/rebooking submitted **seven (7) days** prior to the class start date **will result in a full course charge**. To avoid a late cancellation fee, a replacement may be sent in place of the canceled student. We ask that you provide RTC with the replacement’s information **24 hours** prior to the class start date. Enrollment is subject to terms and conditions according to the existing training agreement between Shell E&P Company and the nominating company.

**Note: When enrolling students, please ensure the employee’s name is listed exactly as it appears on their official Government issued ID.**

COURSE TITLE	CLASS START DATE	STUDENT’S NAME <small>AS IT APPEARS ON OFFICIAL GOV.’T ID</small>	Core Contractor or Shell Email	DATE OF BIRTH	MALE/ FEMALE (M/F)	FOR LODGING, PLEASE SUBMIT YOUR REQUEST BY CLICKING THE LINK BELOW. PLEASE ALSO STATE IF OTHER ACCOMMODATIONS ARE NEEDED.  <a href="mailto:RTC-LODGING@SHELL.COM" style="color: blue; text-decoration: underline;">RTC-LODGING@SHELL.COM</a>  ***You may also call 985-543-1200 for assistance***

**Company Name:** \_\_\_\_\_

**Invoice Contact:** \_\_\_\_\_

**Company Contact Name:** \_\_\_\_\_

**Invoice Email:** \_\_\_\_\_

**Company Contact Email:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**If you require special coding for billing, enter here:** \_\_\_\_\_  
*(ie, PO#, rig name, etc)*