

## Training Enrolment Form

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

**Company VAT number:** \_\_\_\_\_

### Invoice Details

Authorising Contact: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

### Delegate and Course Information

Course Name: \_\_\_\_\_

Date of course: \_\_\_\_\_

Name and Surname: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Dietary requirements: \_\_\_\_\_

NB: Kindly write the name and surname as you would like it to appear on the certificate.

For more than one delegate attending the course, kindly use a separate sheet and attach it to this form.

### Payment Details

*Please select your method of payment*

Order number: \_\_\_\_\_

Electronic Transfer:

Bank: ABSA Bank

Account: 4072938893      Type: Cheque Account

Branch: 632005

Account: Skillsdevelop

Cheque payment:

We unfortunately do not accept cheque payments

**Please note:**

**Payment terms are on or before attendance of courses.**

**Cancellations:**

A cancellation can only be confirmed if we are advised in writing at [skillstraining@webmail.co.za](mailto:skillstraining@webmail.co.za)

- \* For cancellations received more than two weeks prior to the course:  
0% cancellation fee will apply.
- \* For cancellations received ONE WEEK or less prior to the course:  
50% cancellation fee will apply.
- \* For cancellations received within 24 hours of the course:  
100% cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

**Postponements:**

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period; the postponement will be subject to an additional penalty fee of R1,000 (excl VAT) .

All course postponements or programme exchanges need to be utilised within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee

**Absent Delegates:**

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

**Presenters:**

Should it be necessary, Skills for Business Development reserves the right to substitute the presenter.

I understand and accept the abovementioned terms and conditions and authorise the scheduled workshop to take place accordingly:

FULL NAME AND SURNAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please return this form to:

Julie Cohen / Wilma Oosthuizen  
Skills for Business Development  
Fax: 086 600 3124 Phone: (012) 376 1043