

Training Course Booking / Registration Form

Please complete and return with proof of payment to:

Email: michelle@finitesolutions.co.za

In terms of our SETA accreditation, Sage Pastel is required to give statistical reports with regard to the delegates that attend training. Please take a few minutes to complete the following demographic and current skills level information. These statistics ensure that the company's training meets the needs of all their attendees

Course Name							
Course Date					Venue		
Food Preferences / Allergies							
Are you an Existing Pastel user	YES	NO	If YES: Please enter Acc. No with Pastel				
Pastel Serial No or Customer No							
Company Name					Company VAT No		
Title				Initials			
First Name							
Surname							
ID Number							
Date of Birth	D	D	M	M	Y	Y	Y
Gender	Male	Fem	Equity				
Nationality					Citizen Resident Status		
Socio Economic Status	Employed	Unemployed	Disability Status				
Home Language					Geographical Area (province)		
Work No				Mobile No			Fax No
Postal Address							
E-Mail Address							
Preferred Communication Method	Fax	E-m	Highest Education				

Direct Deposit for R _____ <small>(Attach a copy of deposit slip or electronic transfer)</small> Account Details: Finite Management Solutions, FNB, Lynnwood Branch Code: 25-20-45 Account No: 6227 431 8718	Please debit my Credit Card for R _____ (including VAT) MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Credit Card Number _____ Expiry Date ____ / ____ CCV Number: _____
Training Times: Training is presented from 09h00 – 16h30. Registrations open at 08h30. Meal Requirements: Should you have any dietary preferences i.e. vegetarian, halaal, kosher etc. please notify the Training department before the course commencement date.	Card Holder Name: _____ Card Holder Signature: _____

Terms and conditions on page 2, needs to be signed, and returned with completed booking form

Important Training information / Terms & Conditions

BOOKINGS & PAYMENTS:

- Seats are allocated on a first pay-first served basis and are secured on receipt of payment and completed booking form
- Payment is required when submitting the booking form
- No refund for incorrect payments made

TRAINING COURSE DURATION:

- Training usually starts at 09h00 and finishes at 16h30. Registration opens at 08h30
- Some courses are half-day courses, so times will differ
- Times may change for special circumstances
- Delegates arriving after 09h30 for training will not be allowed to attend training and will not be refunded the course fee
- Finite Training Academy reserves the right to move training to another training venue should it be necessary

COURSE MATERIAL:

- All course material is included in the classroom fees
- No additional free manuals will be supplied if you lose/forget your manual when attending a course
- Learners are required to bring their own consumable items such as writing pad, pens, etc.
- Assessments are mandatory in order to obtain certification for attending a course
- Pass mark for an assessment is 75%
- Assessments are all web-based, which means the student requires a PC with internet access to write the assessment
- Students have 6 months in which to write their assessments from the first day attending training
- Penalties will be charged for students who miss the 6-month deadline. No further extensions will be granted. Students would need to re-attend the course
- Students need to write assessment at their own venue / home
- If students prefer to write assessment at the ATC, a further administration charge will be levied
- Refresher & Bridging accreditation assessments will be based on the previous and current version
- Only students with successful assessments, will receive an emailed certificate

CANCELLATION / POSTPONEMENTS:

- Seats are allocated on a first pay-first served basis
- Attendee substitutions or postponements must be made in writing at least 2 working days prior to the course commencement date. You are only allowed 1 postponement
- Strictly NO cancellations accepted once payment received and seat confirmed
- Finite Training Academy reserves the right to cancel any training should there be an insufficient number of delegates for that event
- In the event that a delegate does not arrive for the course, and no written confirmation was received and confirmed 10 days prior to the course commencement date, the full course fee will be payable

DRINKS & MEALS:

- Drinks and/or meals are not mandatory and will therefore not be served with all our training courses
- Drinks and/or meals are standard. Learners that have special dietary requirements are required to bring their own delectable

I hereby agree to the above terms and conditions

Applicant's Signature: _____

Date: ____/____/____