

COURSE REGISTRATION FORM

DELEGATE INFORMATION	
Course Name	
Course Date	
Company Name	
Company VAT no	
Delegate Name	
E-mail	
Telephone Nr	
Cell Phone Nr	
Job Title	
Department or Division	
Approving Manager	
Special Dietary Requirements	<i>A surcharge of R400 per day per person per meal for Halaal and Kosher meals applies.</i>
PERSON/DEPARTMENT RESPONSIBLE FOR PAYMENT	
Department Name	
Contact Name	
Postal Address	
Postal Code	
Telephone	
Fax	
E-mail	
Order Number	
Comments	
VENUE DETAILS	
Venue	Johannesburg TBA Cape Town TBA
Time	09h00 to 16h30
Registration	08h45 on the first day of training
Directions	The address, map and directions will be forwarded to you a few days prior to the commencement of the training.

**PLEASE RETURN THIS FORM TOGETHER WITH THE SIGNED
TERMS AND CONDITIONS ON NEXT PAGE TO**

INFO@ALICORNIO.CO.ZA

Alicornio Africa Terms and Conditions for Training

Registration Policy

- To secure enrolment Alicornio Africa must receive the authorized course registration form and signed acceptance of our Terms and Conditions
- Upon receipt of registration, Alicornio Africa will forward details for payment, a Letter of Confirmation and all necessary course details.
- On-site training is available on request. Minimum number of 6 attendees per on-site training course. The host organisation will:
 - Arrange the training facilities and equipment, refreshments and lunches.
 - Cover the cost for travel, accommodation and any disbursement costs for the lecturer for courses conducted outside the Gauteng region.
- The training venues are subject to change.
- Group booking discounts apply to simultaneously registered, same date course

Payment Policy

- Prepayment is required
- If full payment is not received by the first day of class a 10% premium will be levied in addition to the course cost
- A surcharge of R400 per person per meal for Halaal and Kosher meals applies
- Course costs are per person and excludes VAT

Cancellation Policy

- Occasionally we may cancel classes that do not meet minimum enrolment requirements. If a class is cancelled, you will receive notice and a full tuition refund. For this reason, we recommend that you purchase refundable airline tickets. In no event will Alicornio Africa be liable for any loss, including time, money, and goodwill and consequential damages which may arise from training cancellations.
- A 90% refund will be given for cancellations **20 working days** prior to the course start date. No refunds for cancellation will be given thereafter
- Substitution of delegates is permitted
- Cancellations or substitutions must be put in writing. Please verify changes telephonically or via e-mail

SIGNED _____

NAME _____

DATE _____