

Enrolment Form

Guidelines in completing the Enrolment Form:

1. All company details are compulsory including the VAT number.
2. The name and surname of the person responsible for payment as well as a contact number and email address must be provided.
3. Should your company use *purchase order numbers* or *cost centers* this must be completed in the *Purchase Order Number* area.
4. The enrolment form can only be signed off by an authorised person, e.g. Head of Department, Training Department or HR Department, NOT by the delegate themselves. Printed name and signature must be provided.
5. The course as well as the dates that you would like to attend must be completed.
6. Should this be for the person's private account, fill in *Private Individual* where it says *Company Name*.

Company Details – Please complete in full			
Company Name	:		
Postal Address	:	Code	:
Telephone No	:	Fax No	:
Course	:		
Date Start	:	/ /	Date End
Person responsible for payment	:	Telephone Number	:
VAT Number	:	Email Address	:
		Purchase Order Number	:
Please Note: The fee for attending this course includes lunches, refreshments and detailed course material.			

Delegate Details – Please complete in full					
Delegate Name		Direct Tel. Number		Email Address	
1					
Job Title	Dietary Requirements				
Delegate Name		Direct Tel. Number		Email Address	
2					
Job Title	Dietary Requirements				
Delegate Name		Direct Tel. Number		Email Address	
3					
Job Title	Dietary Requirements				
Delegate Name		Direct Tel. Number		Email Address	
4					
Job Title	Dietary Requirements				
Delegate Name		Direct Tel. Number		Email Address	
5					
Job Title	Dietary Requirements				
Delegate Name		Direct Tel. Number		Email Address	
6					
Job Title	Dietary Requirements				

Terms and Conditions, Payment and Cancellation Policy – Please Read Carefully

<p>Terms and Conditions</p> <ul style="list-style-type: none"> • This enrolment form does <u>not</u> serve as confirmation of booking. Test and Data Services (Pty) Ltd will confirm the booking once it has received payment in full for this training agreement and course availability has been determined. • Customers are responsible for ensuring that the delegates are suitable for the training course they are attending. Test and Data Services will not be liable for any refunds. • Delegates must attend training within 12 months of the date of invoice for this training. Any training not used within this time will be forfeited. 		<p>Cancellation & Rescheduling Policy</p> <p>Once a booking has been accepted in writing by Test and Data Services, the following cancellation terms apply:</p> <ul style="list-style-type: none"> • Unless notice of cancellation is received within 14 days, the course will be charged for regardless of attendance. • The Customer may substitute delegates before the commencement of the course. • Delegates who cannot complete the course due to circumstances beyond their control (i.e. illness or death of an immediate family member) can, at no additional cost, attend that course at a later date, provided that it falls within the 12 month limit. <p>• Authorisation</p> <p>The signatory below warrants that he is authorised to sign on behalf of the Customer and that he/she has read and understands and agrees to these policies, terms and conditions.</p>	
Authorised by:		<p>.....</p> <p>Signature</p>	
Date:			

For Office Use Only

Date Received	Invoice Number	Amount Paid	Enrolment Number

Contact Details

Gauteng and all other areas except Cape Town		Cape Town	
Tel: +27 11 848-7600	Fax: +27 11 848-7611	Tel: +27 (21) 447-1147	Fax: +27 (21) 447-1148
e-mail: training@testdata.co.za	Web: www.testdata.co.za	e-mail: training.ct@testdata.co.za	Web: www.testdata.co.za