

## REGISTRATION FORM

Please take note: Every individual must complete his/her own Registration Form.  
**If completed by hand, please print clearly in black.**

Name:			
Surname:			
Profession:			
Organisation:			
Postal Address:			
Postal Code:		Email:	
Telephone:		Cell No.:	
Fax Number:		Language:	
NAME of course that you wish to attend:			
DATE of course that you wish to attend:			
AREA/VENUE of mentioned course:	PRETORIA	PAARL	BLOEMFONTEIN
Name to appear on attendance certificate:			
Do you suffer from any medical condition that we should be aware of:			Y/N
Do you have any dietary restrictions in terms of refreshments:			Y/N

### PAYMENT

<b>Bank Details:</b>							
Account Name:	FACT	Bank:	First National Bank	Branch:	Menlyn Square	Branch Code:	252445
Account Type:	Cheque	Account Number:	62371001571				
<p>Please send proof of payment <u>together with</u> the completed Registration Form via                      Email: <a href="mailto:admin@factnetwork.co.za">admin@factnetwork.co.za</a> or Fax: 086 549 9703                      (Confirm VIA EMAIL the date a fax was sent &amp; identify which person it pertains to, should faxed documents fail to open.)                      Please see attached <i>Term and Conditions</i> regarding a) relevant deposits which are payable with registration to ensure your place in a particular course &amp; b) when the balance of payment is due.</p>							

**I have read the *Terms and Conditions* relevant to the course I wish to attend and I understand that a **non-refundable** amount of 25 % of the course fees will be retained in case of cancellation less than 10 days prior to the start of the course. I understand that I, as an individual attending the course, in person, remains responsible for payment of course fees.**

Signature \_\_\_\_\_

## **TERMS AND CONDITIONS:**

1. 50 % Deposit payable with registration for a short course (one week or shorter).
2. 30 % Deposit payable with registration for long courses (two weeks or longer).
3. No registration will be accepted without proof of payment of the relevant deposit. (Emails conveying interest or requests to “book space” will not be seen as valid registrations and thus not taken into account for planning & expenses.)
4. 25 % of course fees are **non refundable** when cancelling attendance to a course less than 10 days prior to the start of the course.
5. Short courses (one week or shorter) are payable in two instalments (50 % with registration and 50 % on the last Friday prior to the start of the course).
6. Long courses (two weeks or longer) are payable in three instalments (30 % with registration, 35 % during the first week of the course, 35 % during the second week of the course).
7. Dates and times are subject to change.
8. Course presenters are subject to change without prior notice.
9. The **individual** attending the course, in person, remains responsible for payment of course fees.
10. Receipts will be provided on request for cash payments.
11. Pro-forma Invoices are available on request.
12. Certificates will only be issued upon full payment of course fees.
13. In case of long courses, with a theoretical and practical exam, course delegates have a maximum of 6 months, since the start of the course, to meet all the requirements of successful completion of the course. Failure to do so will result in course delegates having to re-register for the course.
14. All course materials are subject to copyright.