**PASTEL TRAINING**

**BOOKING FORM**

*To register please complete and send this form to KQ Consulting (Pty) Ltd,*

*Fax: 2505 4540 or email: training@kq.co.sz.*

***Please complete a form for each person attending.***

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| --- | --- | --- | --- |
| ***COURSE TITLE*** | *Select a course* | ***COURSE FEE*** | E 4,104.00 |
|  |
| ***TITLE*** | *Title* | ***FIRST NAME*** |  | ***LAST NAME*** |  |
| ***ID No.*** |  |  |  |  |  |  |  |  |  |  |  |  |  | ***TEL (W)*** |  |
| ***COMPANY*** |  | ***TEL (M)*** |  |
| ***E-MAIL*** |  | ***FAX*** |  |
|  |
| **How do you rate your accounting knowledge? (Select One)** |
| **How did you hear about this course?** *(Tick ☑)* |
|  |  |  |
|  | (please state publication) |  |
|  | (please specify) |   |
| **Refreshments and sandwiches will be served. Please indicate food requirements / allergies** |
|  |
| **Payment**Full payment must be received before the course commences. We accept cash and cheque. If you would prefer to be invoiced we will require a purchase order with the booking form. Please note that we only accept purchase orders from registered companies and the invoice must be paid before course commences. If you wish to pay by bank transfer please provide proof of your transaction. |
| **Booking Confirmation**Once we have received your booking and payment we will confirm your place by email or fax, detailing dates and time including directions to the training site and a list of materials if required. |
| **I hereby agree to the above terms and conditions** |
| **Signature** |  |  |
| **Date** | **03 August 2013** |

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| 1. **Course Requirements**
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| * 1. Students should adhere o the requirements for each course
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| 1. **Fees**
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| * 1. All fees stated are inclusive of VAT
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| 1. **Methods of Payment**
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| * 1. Fees can be paid by cheque except if payment is made within two weeks prior to the course start date. All cheques should be made payable to **KQ Consulting (Pty) Ltd**
	2. Fees can be paid in cash. For cash payments students must bring a form of Identification (ID or drivers license or passport)
	3. Electronic transfers (EFT) should be made to:
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| **Bank:** **Branch Code:****Account Number:****Swift Code:** | Standard Bank Swaziland Limited Manzini 660-56401400 1997 9904SBICSZMX |
| * 1. If your company is paying for the course fees and would prefer to be invoiced before making payment then kindly write to us on your company’s letterhead paper or send a company purchase order with your booking form. Payment is required on presentation of the invoice.
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| 1. **Cash Payments**
	1. If you wish to pay your course fees in cash then you are to provide an ID at the time of booking. This can either be a drivers license or passport. A copy will be kept on file together with your booking form.
	2. If you subsequently require a refund you will need to provide the same form of Identification as that kept on file with your booking form.
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| 1. **Late Applications**
	1. If there are places available on a course we will accept bookings right up to the day before the course commences.
	2. Late applicants will usually have their place on the course confirmed telephonically or through e-mail. If however, you have not received confirmation within 24 hours of the application date, it is your responsibility to check the status of your booking by contacting your booking/training centre.
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| 1. **Cancellations**
	1. **BY YOU**
		1. Booking cancellations can be made up to one month before course commencement date. You will be entitled to a refund of the course fees, less an administrative charge of E100.00.
		2. Cancellations made within one week of the course commencement date will not be entitled to any refund unless a replacement student can be found.
		3. If a replacement student is found, condition 6.1 above will apply.
		4. If course booking has been made within one month of commencement date then condition 6.2 above will apply.
		5. All cancellation requests must be made in writing.
	2. **BY US**
		1. All courses have minimum attendance levels and may be cancelled if minimum levels are not met
		2. We reserve the right to Amend or cancel courses, change course location, and substitute course tutors.
		3. If we cancel a course we shall endeavour to give at least one week’s notice and you will have the option of transferring to the next course or have a full refund of the course fees
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| 1. **Class Postponement**
	1. If a class is postponed for reasons for which we are responsible, including staff illness, we will make every reasonable effort to reschedule the class or add the missed hours onto remainder of the course.
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| 1. **Substitutions**
	1. If you are unable to attend a course you are permitted to transfer your place to a substitute student up to one week before the course commencement date.
	2. All substitution notifications must be made in writing giving full details of the substitute student.
	3. No substitutions will be accepted once the course has started.
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| 1. **Non-attendance**
	1. Non-attendance of classes due to illness or other reasons does not provide the right to refund or transfer to the next course. We will however consider all circumstances and take such action that we consider to be fair and reasonable.
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| 1. **Force Majeure**
	1. We shall not be liable for any failure or delay in the performance, in whole or part of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control including, but not limited to strikes, lock-outs or other industrial disputes (whether involving our workforce or the workforce or any other party), act of God, war, riot, civil commotion, malicious damage, compliance with any law or government order, rule regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air-conditioning or telecommunications equipment.
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| 1. **Certificates**
	1. Attendance certificates will be awarded to all students who attend for the entire duration of the course.
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| 1. **Exams**
	1. Students should inform the instructor at the end of the course if they are ready to undergo an assessment. The training fee includes assessment fees. **No Extra Fees**  will be billed for assessments
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| 1. **Materials and Equipment**
	1. The course fee includes the cost of basic material which will be provided
	2. Unless otherwise agreed in advance, the course facilities are only available for use during the course hours and not at other times.
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| 1. **Student Conduct**
	1. Students are expected to conduct themselves in a professional manner and to recognize that other students also require support and assistance. If a student becomes persistently disruptive we reserve the right to offer a verbal or written warning and if this does not resolve the situation we may at our discretion as the student to leave the course.
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