



REGISTRATION FORM

Return by WhatsApp to +27 72 337 9234 or by email to info@globalaxistraining.co.za

REGISTER ONLINE

Nothing is charged when you send this form. An invoice is issued on receipt, and your place is confirmed once payment is received, unless other arrangements are agreed in writing.

THE PROGRAMME

PROGRAMME TITLE

PREFERRED DATE

CITY, OR LIVE ONLINE

NUMBER OF DELEGATES

DELIVERY

☐ Classroom ☐ Live online ☐ At our premises

DELEGATES

FULL NAME

JOB TITLE

EMAIL

MOBILE

Four or more delegates: send a second copy of this page.

DIETARY OR ACCESS REQUIREMENTS, FOR ANY DELEGATE

WHO THE INVOICE GOES TO

ORGANISATION

VAT OR REGISTRATION NUMBER

BILLING CONTACT

PURCHASE ORDER NUMBER, IF USED

BILLING EMAIL AND POSTAL ADDRESS

PAYING BY

☐ EFT ☐ Card ☐ Purchase order

HOW YOU HEARD ABOUT THIS PROGRAMME

☐ Website ☐ WhatsApp ☐ LinkedIn ☐ Referral ☐ Returning client

WHAT YOU ARE AGREEING TO

3 or more delegates on the same programme take 15 per cent off every place. Full terms and conditions, including cancellation, are on page 2 and form part of this booking.

☐ I have read, understood and accept the terms and conditions overleaf, and I am authorised to make this booking.

AUTHORISED BY

NAME AND POSITION

SIGNATURE

DATE

ORGANISATION STAMP, IF USED

TRAINING REGISTRATION: TERMS AND CONDITIONS

1. REGISTRATION AND CONFIRMATION

Delegates register by completing and returning this form. Registration is subject to availability and to confirmation by the Institute. Nothing is charged when the form is sent. An invoice is issued on receipt, and a place is confirmed once payment is received, unless other arrangements are agreed in writing. Returning this form is acceptance of these terms.

2. FEES AND PAYMENT

Fees are payable in full at least 7 calendar days before the programme starts, unless other arrangements are agreed in writing. The fee covers tuition, all programme materials and the certificate. Travel, accommodation, visas and personal expenses are arranged and paid for by the delegate unless a quotation says otherwise. 3 or more delegates on the same programme take 15 per cent off every place, applied to the invoice automatically. Bank charges and international transfer fees are payable by the paying organisation or delegate unless otherwise agreed. The Institute may withhold participation where payment has not been received and no alternative arrangement has been approved.

3. CANCELLATION AND REFUNDS

Cancellations must be made in writing. Notice is counted in calendar days before the first day of the programme. 14 days or more before the programme starts, 100 per cent refund; 7 to 13 days before, 50 per cent refund; fewer than 7 days before, no refund. Not attending without notice is treated as a cancellation on the day. Where a visa is refused and the refusal is given in writing, the fee is refunded in full or transferred at no charge. Refunds are paid to the original payer within 14 days. Nothing in these terms affects a delegate's statutory rights.

4. SUBSTITUTION AND TRANSFER

A colleague may take a delegate's place at no charge at any time before the programme starts, including after the refund window has closed, on written notice. A replacement delegate must meet the same programme requirements. A booking may be moved to another date once at no charge, within 12 months of the original date.

5. POSTPONEMENT OR CANCELLATION BY THE INSTITUTE

The Institute may postpone, reschedule or cancel a programme where enrolment is insufficient, a trainer or venue becomes unavailable, or for reasons outside its reasonable control. Where it does, delegates are offered an alternative date or a full refund, with at least 14 days' notice wherever possible. The Institute is not liable for travel or accommodation costs in those circumstances, which is why refundable travel is worth the difference.

6. ATTENDANCE AND CERTIFICATION

Delegates are expected to attend and take part in the scheduled sessions. A certificate of attendance is issued to delegates who meet the attendance requirement. Where a programme includes a formal assessment, a certificate of competence is issued on successful completion. External recognition of a programme applies only where its own documentation says so expressly.

7. PROGRAMME MATERIALS

Materials remain the property of the Institute or their respective owners, and may not be copied, distributed or used commercially without written permission.

8. VENUE AND DELIVERY

Programmes run in a classroom, live online, or at a client's premises. Venue details, timings and joining instructions are sent before the start. Delegates attending online are responsible for their own connectivity and equipment.

9. CONDUCT

Delegates are expected to behave professionally. Disruptive, discriminatory or inappropriate behaviour may result in removal from the programme, subject to applicable law.

10. PERSONAL INFORMATION

Information given on this form is used to administer the booking, to communicate about the programme, to process payment and to issue certificates. It is handled in accordance with applicable data protection law and is not disclosed to anyone who does not need it for those purposes.

11. GOVERNING LAW

These terms are governed by the law of the Republic of South Africa.

FOR GATI USE

Received

Advisor

Invoice number

Place confirmed