



**Academy Training Group**  
Invest in Knowledge – Invest in Your Future

## TRAINING BOOKING FORM

Course Name			
Venue (Or Elearning)			
Date of event	Start (dd/mm/yyyy)		End (dd/mm/yyyy)

### DELEGATE ATTENDING

Name			
Surname			
ID Number		Position	
Contact Number		E-mail	
Dietary requirements (if attending class)	N/A (Catering excluded)	Disability	(Specify)

### COMPANY

Company Name			
Contact person		Telephone Number	
E-mail address			
Company VAT No		Purchase Order No.	
Postal address			
	City		Code

### PERSON / COMPANY RESPONSIBLE FOR PAYMENT

Name / Company Name			
VAT Number (if applicable)		Payment type	
E-mail address		Contact No	

### TERMS AND CONDITIONS

- Note that payment must be received prior to the event, however, Government orders are accepted or arrangements can be made.
- For cancellations less than TWO WEEKS prior to the course – 20% cancellation fee will apply.
- For cancellations received less than ONE WEEK prior to the course – 50% cancellation fee will apply.
- For cancellations received within 24 HOURS of course – 100% cancellation fee will apply.
- All Postponements not received in writing at least 5 (five) working days prior to the vent, will incur a 50% penalty fee, thereafter the full training fee is payable. Delegate substitutes are welcome at any given time, kindly inform us prior to the event.
- ATG reserves the right to change the date, venue and trainers or cancel an advertised course without liability (if app.).

### Acknowledgement

I, \_\_\_\_\_ hereby acknowledge that I understand and agree to the terms and conditions of my booking registration.

Signature

Date

Please contact the ATG Office at Tel.: 012 997 2804 for any queries.