



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			
<ul style="list-style-type: none"> 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 event, 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.			