

Registration Form

2019



NOTE: Full or Partial completion of this form is taken as acceptance by those people listed &/or authorizing this form, of the 2KO Africa CC Booking & Cancellation Policy shown

<u>Full Name</u>		<u>Surname</u>	
<u>ID Number:</u>		<u>Tel Number:</u>	
<u>Email address:</u>			
<p><i>E-mail addresses will be used to provide updates on 2KO Africa CC Training & confirmation of your registration. Indicate if you wish to receive updates</i></p> <p>YES NO</p>			
<u>Address:</u>			

2KO Africa CC | Registration form

Contact us on info@2ko.co.za | Tel no: +27 21 426 5300

Office 6, 35 on Rose Bo – Kaap, Cape Town, Western Cape 8001



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<u>Course Date:</u>		<u>Course Name:</u>	
<u>Previous qualifications/certificate:</u>		<u>Work Experience:</u>	
<u>Home Language:</u>		<u>English – Poor, Average, Good:</u>	
<u>2KO International Privacy Policy:</u>	<p><i>2KO is committed to protecting your privacy & the confidentiality of information provided to us. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you.</i></p>		
<u>Expectations of the course:</u>	<ul style="list-style-type: none"> • To learn the program • To write the International Exam • Company sending me on the course • Holiday in Cape Town • Problem to be solved • Other _____ 		

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<u>Special dietary requirements</u>	<p>[i.e. Vegetarian; Diabetic; Allergies; Halaal etc.]</p> <hr/> <p><i>This confirms that I have included the information regarding my dietary requirements for my course above and 2KO will cater for me based on this if they can. If not, we will advise prior to the training. If on arrival I have additional requirements that were not included on the above this would be for my own account.</i></p>		
<u>Amount Payed via EFT:</u>	<table border="1"><tr><td data-bbox="548 856 906 1266"></td><td data-bbox="906 856 1443 1266">Account Holder 2KO Africa Account Type: Cheque Bank: First National Bank Branch: Hout Bay Branch Code: 204-009 Account Number: 62333103703</td></tr></table>		Account Holder 2KO Africa Account Type: Cheque Bank: First National Bank Branch: Hout Bay Branch Code: 204-009 Account Number: 62333103703
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<u>Invoice Details:</u>	Authorized by: _____ Position: _____ Company Name: _____ Vat number: _____ Order number: _____ Address: _____		



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<p><u>2KO International</u> <u>Booking, Cancellation &</u> <u>Refund Policy:</u></p>	<ul style="list-style-type: none">• Places are allocated in order of receipt of registration form and payment of fees. Payment is required 3 weeks prior to class commencing or position cannot be guaranteed.• 2KO International has a policy to refund learners that wish to withdraw from a course:• The following conditions apply to withdrawal and refunds:• Should the learner withdraw up to 14 working days before a course starts such a learner will receive full refund of any monies paid to 2KO less the registration fee paid.• However, courses cancelled from 7 to 14 working days before the course are 80% refundable.• Courses cancelled within 7 working days are not refundable at all. The learner/sponsor is liable for the full course fee.• All refunds due to a learner will be issued within 14 working days after receiving the application.• Group bookings of 4 or more delegates cannot be changed/refunded at all.• 2KO reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient numbers.• If a course is cancelled participants will be booked onto the next available course, or you may request a full refund at no cost.• Upon course completion: You will only receive a certificate of attendance once the following criteria are met: [a] 80% Class attendance [b] trainers assessment of your performance meets his/her basic requirements.• Course will be run according to the course outline provided attached with this registration form and not the course outline on site. Course content will not be altered. By signing below, you agree that you meet the course prerequisites and confirm you understand the course content that will be presented.• Courses that runs over a week that includes a public holiday will run from



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	<p>8:00 – 17:00 to catch up the missing day</p> <ul style="list-style-type: none">• Course times may change according to class times (bigger classes run longer, whereby one on one classes go much faster). This will be addressed with the client(s).• Payment is due 3 weeks before course date.
<p><u>Attention international delegates:</u></p>	<p>Should you fall ill and require medical attention whilst in training, 2KO and its staff members will not be liable for the medical fees. Therefore, please ensure upon departure that you / the company have made provisional arrangements should this occur. We do encourage our delegates to always budget for unforeseen circumstances and arrange travel insurance for the course fees do not include this.</p>
<p><u>Signature:</u></p>	<p>The signature will be compared to the signature signed on the log-in sheet for security purposes & to confirm that you adhere and accept the terms and conditions specified in this document.</p>