

Booking Form



Please complete each field (where relevant), and email back to info@2ko.co.za

Booking Agent* (HR/Training Coordinator) :

Personal Details:

Email Address:*

ID Number:*

Tel Number:*

Designation:

Company Details:

Company Name:

Course Name:*

Course Date:

Location:

Invoice Details:

VAT Number:

Order Number:

Address:

Special dietary requirements:

(diabetic; Allergies; Halaal etc.)

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.

Account Holder: 2KO Africa CC - 2005/036923/23 t/a 2KO Africa

Account Type:

Cheque

Bank

First National Bank

Branch:

Hout Bay

Branch Code:

204-009

Account Number:

62333103703

Swift Code:

FIRNZAJJ



Contact us at: info@2ko.co.za
Tel no: 021 426 5300

www.leansixsigmatraining.co.za



Candidates Details:

Candidates Name:*	Candidates email address:*

Training Method:*

Please click on one option.

Online Training:	<input type="checkbox"/>	Virtual Training:	<input type="checkbox"/>
Instructor-Led:	<input type="checkbox"/>	In-House:	<input type="checkbox"/>

Booking Terms:

By completing and signing this booking form, I commit the above name(s) for training on the specified date. I understand that while this booking is only provisional until payment is made, it is binding. I also understand that 2KO has at its discretion the right to change the course dates (up to one week prior to the course date) at short notice if there are not sufficient confirmed candidates (minimum of 7 delegates).

Payment: Full payment is required within 2 weeks of submitting the attached booking form. 2KO International works on a "first come, first served" basis and therefore unpaid bookings will not be allocated a firm place on course, until payment is received.

Personal responsibility: Should the sponsoring company default in payment, the delegate attending the course will be held personally responsible and liable for the course fee. The full payment needs to be received by the end of the month; on the month the course runs/payment was due to be made. If not, legal actions will be taken against the student.

Late Payments of Purchase Orders: The sponsoring organisation will be liable for an additional late penalty fee (10% of the full invoice amount), where the organization fails to adhere to the date of payment as stated on the Purchase Order.

Cancellation Terms: Bookings may be changed or cancelled without penalty up to 14 calendar days prior to the course start date (with a minimum of ten working days' notice). Bookings that are cancelled less than 10 full working days prior to the course are liable for 60% of the total course fee. Bookings cancelled within 7 calendar days of the start of the course, are still liable for 100% of the original course fee.



2KO Africa Booking, Cancellation & Refund Policy:

- Places are allocated in order of receipt of registration form and payment of fees. Payment is required 2 weeks prior to class commencing or position cannot be guaranteed.
- 2KO Africa has a refund policy for learners wishing 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 calendar days before the course are 80% refundable.
- Courses cancelled within 7 calendar 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 15 working days after receiving the application.
- Group bookings of 4 or more delegates cannot be changed/refunded.
- 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] trainer's 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 8:00 - 17:00 to catch up the missing day
- Course times may change according to class times (bigger classes run longer, whereby one on one classes go much faster). This will be discussed with the client(s).
- Special Dietary Requirements are required for instructor led classes only.

Attention international delegates:

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.



How online training works:

2KO Africa Booking, Cancellation & Refund Policy:

1. Proof of payment is required before you can start the online course
2. Online course can be started at any time
3. By signing the below, you confirm the course, once you have started the course NO refunds will be accepted
4. Cancellation of course within 7 days, will be refunded at 50% of the course fee

2KO Africa Privacy Policy:

2KO Africa 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.

Declaration

By signing the below you confirm the course. Once you have started the ONLINE course NO refunds will be accepted.

Print Name:

Date:

Signature:

