

Name of Organisation			
Address			
		Contact Person	
		Telephone	
		Fax	
		Email	
Course Name			
Course Date			

No	Title	Participant Name	Designation	Department/Organisation	Email Address
1	Mr				
2					
3					
4					
5					
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Payment Method	Purchase Order	Authorised by	Signature
		Name	
Cheque No:		Designation	Date
Notes			

Note on Course Registration:

- Make multiple copies for more registrations
- For cancellations received more than seven (7) days prior to the first day of the course a full refund is made.
- For cancellations received during the seven days prior to the commencement of the course a cancellation fee of 50% is payable
- If no cancellation action has been taken and a person enrolled for a course fails to attend, no refund is permitted and the full course fee applies. In certain cases enrolment on a later course may be permitted.
- Cancellation fees can be avoided by the nomination of a replacement participant. However such notification of a replacement participant must be made in writing.