

BOOKING FORM

BLOCK LETTERS PLEASE

Photocopies of this booking form are acceptable

Courses

EVENT DETAILS

Event title _____

Event date _____

Event fee _____ plus VAT

Total fees _____

If your organisation is VAT exempt please enclose a VAT exemption certificate.

PARTICIPANT'S DETAILS

Mr/Mrs/Miss/Ms _____

Surname _____

First name _____

Name for badge _____

Job title _____

PMC membership no. _____

- to receive a membership discount please quote the participant's membership number
- non-PMC members are welcome on events

Organisation name _____

Organisation address _____

Postcode _____

Work number _____

Fax _____

Mobile _____

Please provide your mobile number so we can send you an SMS message reminding you of the venue and start times. We will not use it for marketing purposes

Email _____

Please provide your email address to enable us to send you details about your course electronically if possible.

SPECIAL NEEDS

Please tell us about any special needs or essential dietary requirements that you may have and we will contact you as soon as possible to discuss your requirements.

MAIL TO: Events Registrar, Peakford Training, 388 Surrey Ave, Randburg, Johannesburg, SA (2194)

FAX TO: 086 219 7120

PHONE: 0027 11 326 3419

EMAIL: info@peakford.co.za

PAYMENT DETAILS

Please invoice my organisation for the attention of: _____

Purchase order number, if applicable (please consult your finance dept if a purchase order number is required. It must be included on this booking form.)

Invoice address (if different to organisation address) _____

cheque enclosed for £ _____ (please complete)

(Please make your cheque payable to **Peakford Management Consultants**)

please charge my card



Please print your card number in the boxes below

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Valid from _____ Expires end _____

Security code (CV2) last 3 digits on back of card or 4 digits on front of Amex

Issue no (Maestro only) _____

Name on card _____

Signature _____

If the card billing address is different from the organisation address then please notify us on a separate sheet of paper.

A VAT invoice/receipt will be returned to you which you can use as your tax invoice.

I AGREE TO THE APPLICABLE BOOKING TERMS AND CONDITIONS SET OUT ON PAGE 2. THESE TERMS AND CONDITIONS OVERRIDE ALL OTHERS.

Signature _____

Date _____

Name _____

Job title _____

For your security and peace of mind, Peakford International and its subsidiaries will not supply your details to any organisation for marketing purposes. By submitting this order you confirm that you agree to the use of your information as set out in our privacy policy (visit peakford.co.za/privacy or call 0027 11 326 3419) and agree to our website terms and conditions of use (visit peakford.co.za/ or call 0027 11 326 3419).

BOOKING TERMS AND CONDITIONS

Courses

1. Payment terms

Payment must be received before the start of the course or within 30 days of invoice date, whichever is the sooner. International bookings will not be confirmed until payment has been received.

We accept payment by direct credit, cheque or selected credit/debit cards.

Fees valid for bookings received before 31 Dec 2015.

Visa refusal refund policy

The following policy applies to course bookings where the candidate requires a visa in order to enter South Africa.

You can find out more at www.vfsglobal.com/dha/southafrica/

Please allow sufficient time before the start of your course for your visa application procedure. If you are refused a visa we will provide a full refund of course fees. In order to make the refund we will require a copy of your visa application and your notification of rejection for your visa. Where we are informed of a visa application refusal less than 29 days before the start of the programme, you will incur a R3 800 administration fee.

2. Cancellations, transfers and non-attendance

All cancellations and requests to transfer must be made in writing to the events registrar either by email (info@peakford.co.za), letter or fax on **086 219 7120**, and will be acknowledged in writing.

2.1 Transfers

2.1.1 Non-residential courses

- There is no charge for transferring to an alternative course date, provided the request is received 31 or more days before the start of the course. One free transfer can be made after which there will be a R1 500.00 administration charge for each further request.

- Requests to transfer received 15-30 days before the start of the course will be subject to a transfer fee of 20 per cent of the course fees.
- Requests to transfer received 0-14 days before the start of the course will be subject to a transfer fee of 30 per cent of the course fees.

2.1.2 Residential courses

- There is no charge for transferring to an alternative course date, provided the request is received 43 or more days before the start of the course. One free transfer can be made after which there will be a R1 500.00 administration charge for each further request.
- Requests to transfer to an alternative course date received 29-42 days before the start of the course will be charged a transfer fee of 20 per cent of the course fees.
- Where the request to transfer is received 0-28 days before the start of the course, a transfer fee of 30 per cent is payable.

2.2 Cancellations

2.2.1 Non-residential courses

- There is no charge for cancellations received 61 or more days before the start of the course.
- Cancellations received 29-60 days before the start of the course are subject to a cancellation fee of 25 per cent of the course fees.
- Cancellations received 15-28 days before the start of the course are subject to a cancellation fee of 50 per cent of the course fees.
- Cancellations received 0-14 days before the start of the course are subject to a cancellation fee of 100 per cent of the course fees.
- If the participant fails to attend the course, the full course fees are payable.
- If the participant has previously transferred from an alternative course date and then subsequently cancels from the new course date then the cancellation fee charged will revert to the balance of those applicable at the time of the original transfer.

2.2.2 Residential courses

- There is no charge for cancellations received 61 or more days before the start of the course.
- Cancellations received 29-60 days before the start of the course are subject to a cancellation fee of 25 per cent of the course fees.
- Cancellations received 15-28 days before the start of the course are subject to a cancellation fee of 50 per cent of the course fees.
- Cancellations received 0-14 days before the start of the course are subject to a cancellation fee of 100 per cent of the course fees.
- If the participant fails to attend the course, the full course fees are payable.
- If the participant has previously transferred from an alternative course date and then subsequently cancels from the new course date then the cancellation fee charged will revert to the balance of those applicable at the time of the original transfer.

We reserve the right to cancel a course or qualification programme at any time and offer an alternative date, a credit or a refund without any liability for consequential or indirect loss. Programmes are correct at the time of going to print. However, alterations may occasionally be necessary due to circumstances beyond our control.

Views expressed by course and personal tutors are their own. Peakford International do not accept any liability for advice given or views expressed by them or in any notes or documentation provided to course delegates or qualification students.

Please note that for promotional purposes, there may be a professional photographer and video production taking place at the course/qualification programme.

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