



# Presentation Software Training

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500  
 Phone: 021 914 0850 / 0861 914085  
 Fax: 021 914 0136 / 086 634 6330  
 Cell: 082 894 6643  
 Email: psttraining@iafrica.com

## Course Registration/Enrolment Contract

<b>Company Name</b>			
<b>Postal Address</b>			
<b>VAT Number</b>			
<b>Phone Number</b>			
<b>Fax Number</b>			
<b>Name &amp; Surname of Delegate</b>	<b>ID Number</b>	<b>Name of Course</b>	<b>Date of Course</b>
<b>Course Cost</b>			
<b>Order No.</b>			

<b>Venue for training?</b>	Bellville PST Office		On-Site	
<b>Dietary restrictions (Please state if applicable)</b>				

**I hereby acknowledge that I have read and understand all of the terms and conditions of this registration.**

<b>Name and Surname</b>	
<b>Signature</b>	
<b>Date</b>	

Please note – in the event of any complaint regarding administration or training, address the complaint to Marilee Laubscher (Training Director) or the MICT SETA or The Computer Society of South Africa.



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## Terms and Conditions of Registration

To ensure that your course booking and attendance of training go as smoothly as possible, we suggest that you keep this info close at hand for future reference. Reading through these points will enable you to obtain the maximum benefit from your training at Presentation Software Training (PST).

### Course Outlines

We can provide you with detailed course outlines of all the courses, which we present.

### Course Registration / Enrolment

To book your course, please [contact one of our training co-ordinators](#) to confirm course availability and for a registration / enrolment form. Once completed, please fax or e-mail it back to our office.

Please ensure that all completed information is legible and that the delegate's name(s) and ID number is correct to avoid additional charges for the re-issuing of certificates.

A [confirmation letter](#) with full details, a map and a copy of the original invoice will be sent to you on receipt of registration. If you have not received this before the course or should you require any additional information, please contact one of our training co-ordinators.

### Course Prerequisites

Your [skill level](#) will determine which courses you [will](#) be allowed to attend. If you require any assistance with course outlines (which clearly indicates the prerequisites for each course), please speak to one of our training co-ordinators. If delegates do not adhere to the course prerequisites, the company/individual will still be liable for the full course fees.

### Cancellation/Postponement Policy

We have to be informed of all cancellations or postponements of courses, [in writing, at least five working days in advance](#):

- An [e-mail](#) can be sent to our general e-mail address: [psttraining@iafrica.com](mailto:psttraining@iafrica.com)
- As soon as we have received your request, one of our sales consultants [will reply with a confirmation and provide you with a reference number](#).
- Should you not have such a confirmation within 24 hours, it will be your responsibility to [follow up the request telephonically](#), to ensure that it has been noted.
- Your confirmation / postponement will [only be valid if you are in possession of such a confirmation](#) from our office.
- If not - [you will be liable for the course fees](#).

[Cancellations/Postponements](#) made within five working days of course commencement date are unfortunately not acceptable and will result in yourself or your company being held responsible for the total training fee as registered for. However, substitutions are always welcome if the original attendee cannot attend, [provided they meet the course Prerequisites](#). Payment in full will be due for non-arrivals.

You may [re-schedule](#) to a later course, provided you do so in writing at least five working days prior to the course.

PST reserves the right to cancel or reschedule courses due to low enrolment and is not liable for any costs incurred by clients as a result of it. The fees paid in this respect will not be refunded but credited to future training courses.

### On The Day Of Training: Time

Training commences at [09h00 promptly](#) at our premises, (or at any other time as arranged with you at your premises) concluding at approximately 16h00 daily with breaks for tea and lunch.

Ensure that you arrive [at least 20 minutes prior](#) to commencement of the course. If you arrive later than 09h00, you will [not be admitted into the class](#) as late arrivals disturb the other delegates attending the course. (Please note that yourself or your company will still be held responsible for the total training fee as registered for).

If you anticipate arriving late, please contact one of our training co-ordinators.



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### Identity Document

All students must bring a copy of their ID to the course. Please note that no certificates will be issued without proof of ID.

### Course Material

Please note that, although the class will be presented in both English and Afrikaans, all course material will be in English.

### Repeating A Course

If you are repeating a course – please bring the original course manual you received, as additional manuals will not be supplied.

### Dress-code

Whatever you feel comfortable in. **Please bring a jacket or sweater** because room temperature may vary.

### Payment

Cheques can be made out to: Presentation Software Training.

#### Banking Details

Presentation Software Training

Standard Bank

Tygermanor Branch

Branch Code: 020009

Account Number: 071577262

You are required to pay **in advance** by EFT or direct deposit, or alternatively **C.O.D. on the first day of the course**. If payment is made by direct deposit, kindly fax proof of payment. The original VAT Invoice will be mailed to you.

PST reserves the right to refuse admission if payment is not received. Non-payment / non-attendance does not constitute cancellation.

No certificates or feedback will be issued unless the course has been paid in full. We reserve the right to refuse admission when payment has not been received.

**Accounts that are in arrears will be handed over to our attorneys for collection. Any related collection fees will be for the defaulter's account.**

### Complaints

Please direct any complaints to **Marilee Laubscher** on 021 914 0850 / 086 191 4085 or to **ISETT SETA** on 011 207 2600.

Date \_\_\_\_\_

Signed \_\_\_\_\_