



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

Course Registration/Enrolment Contract

Company Name					
Postal Address					
VAT Number					
Company Phone Number					
Training Co-ordinator Cell Number					
Name & Surname of Delegate	ID Number	E-mail Address	Cell Number	Name of Course and Version	Date of Course



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Course Cost	
Order No.	

Venue for training?	Bellville PST Office		On-Site		Online	
Dietary restrictions (Please state if applicable)						

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

Name and Surname	
E-mail Address	
Signature	
Date	



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 **PST Training (Pty) Ltd**.

Course Outlines

We can provide you with detailed course outlines of all the courses 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 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.



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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: info@psttraining.co.za
- As soon as we have received your request, one of our sales consultants **will reply with a confirmation.**
- 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. Non-payment or non-attendance does not constitute cancellation. No-shows will be charged the full registration fee. Refunds will not be offered. Substitutes are always welcome (at no extra charge) if the original attendee cannot attend, provided they meet the course pre-requisites.

PST Training (Pty) Ltd 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 **08h30 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 08h30, 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.

Identity Document

All students must bring a copy of their ID to the course.

Course Material

Please note that the class will be presented in English and all course material will be in English.

Copyright

All intellectual property rights in the materials distributed by PST Training (Pty) Ltd are expressly reserved and any unauthorised duplication, publication or distribution is prohibited.

Certificates

Delegates will receive an electronic certificate (which is included in the training cost). Hard copies are available on request at an additional fee of R25.00 (Excl. VAT) per certificate. Certificates will not be posted - it has to be collected at our premises.

Repeating A Course

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



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Dress Code

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

Payment

EFT's or cash payments (please note: no cheque payments) can be made to: PST Training (Pty) Ltd.

Banking Details

PST Training (Pty) Ltd

Standard Bank

Tygermanor Branch

Branch Code: 050410

Account Number: 071577262

You are required to pay in advance by EFT (no cheque payments), unless an alternate arrangement has been pre-approved by PST Training (Pty) Ltd.

Online and Private Bookings

Payment for online and private bookings need to be made and confirmed (proof of payment) 5 working days before date of training.

If payment is made by direct deposit, kindly e-mail proof of payment to admin@psttraining.co.za.

The original VAT Invoice will be mailed to you.

PST Training (Pty) Ltd 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.

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 **082 894 6643**.

Date _____

Signed _____

