

COURSE REGISTRATION

(Please note that ID numbers, Equity, Gender and Disability Status are compulsory when doing Accredited or First Aid courses)

Course / Workshop Name													
Course/Workshop Reference							Date(s)						
Title	Mr		Mrs		Miss		Dr		Other				
First Name													
Middle Name													
Surname													
ID No.													
Date of Birth									Age				
Gender	Male						Female						
Equity	Black		White		Coloured		Indian		Asian		Other		
Home Language													
Highest School Grade Passed													
Post Matric Qualification													
Citizen Status	SA Citizen						Non-Resident						
Nationality													
Socio-Economic Status	Employed				Self Employed				Unemployed				
Disability Status	Yes						No						
Special Needs													
Computer Literate	Yes						No						
Company													
Branch / Division							Purchase Order No.						
Work Address													
	Code:												
Postal Address													
	Code:												
Tel No. (Work)							Mobile Number						
Email							Fax Number						
Preferred method of communication	Email			Telephone			Fax			Mail			
Home Address													
	Code:												
Name of Person authorising training							Signature						
Designation							Date						

1. Terms & Conditions Public Courses

- 1.1. All fees/pricing are current at time of going to print, however, we reserve the right to change them.
- 1.2. Bookings for any learning course/intervention/workshop held by Reality Learning SA will only be accepted in the form of an email or fax, the registration form and payment or purchase order are to accompany the email to training@realitylearningsa.co.za or fax: 086 6527 835.
- 1.3. Please state if a PRO FORMA invoice is required.
- 1.4. No learner will be permitted to attend any training course without proof of payment or purchase order number.
- 1.5. On receipt of the submitted registration form and payment or purchase order you will receive a confirmation letter by email confirming your participation in the training event. This includes a location map with directions and venue details and starting times.
- 1.6. No results or certificates will be issued unless payment has been received in full.
- 1.7. Certificates are issued directly to the company paying for the course, unless the learners are private individuals paying for themselves.
- 1.8. Please note that not all courses are accredited in such cases a Certificate of Attendance will be issued.
- 1.9. The transfer of date option only applies to delegates who are transferring to a different date for the same course. Transfers can only be made up to 3 working days prior to the course, after which point the registration is considered to be a cancellation.
- 1.10. All Reality Learning SA's public courses will ONLY go ahead if we have at least 5 (five) delegates confirmed and paid. Reality Learning SA reserves the right to postpone courses with less than four delegates to a future date.

2. Cancellation

- 2.1. All cancellations must be done in writing and emailed directly to Reality Learning SA - training@realitylearningsa.co.za. Inform us immediately if you have to re-schedule or cancel the booking so that we can inform the caterers and training venue. If this is not done this will be for your account.
- 2.2. Payment is due 14 days prior to the workshop (unless prior arrangement has been made), failing which Reality Learning SA reserves the right to cancel.
- 2.3. Where a client withdraws from the contract prior to 15 days before the workshop, a charge of 30% of the course fee will be payable.
- 2.4. Where a client withdraws from the contract prior to 7 days before the workshop, a charge of 50% of the course fee will be payable.
- 2.5. Cancellations made within 6 days or fewer prior to the workshop commencement will be subject to the full fee
- 2.6. No shows are charge at 100%
- 2.7. Substitution of delegate(s) within the same learning intervention/workshop is permitted. Written notification within 48hrs of substitution is required.
- 2.8. The liability of Reality Learning SA in the event of an unavoidable cancellation of a learning intervention/workshop – Reality Learning SA will refund the course fees if already paid.

3. Special Meals

- 3.1. Please note that as and when required we do provide Halaal friendly or Kosher meals on request. Should STRICTLY Halaal or Kosher be required, we are happy to outsource from an appropriately certified caterer at an additional surcharge of R180 per person.

4. Payment

- 4.1. Course fees are payable in full prior to coming on workshop, unless otherwise arranged with RLSA
- 4.2. Proof of payment to be emailed to Administrator@realitylearningsa.co.za with either your Invoice Number or Course Code and Company name as a reference. Alternatively you may fax proof of payment to: 086 652 7835
- 4.3. Bookings made via purchase order, should be paid within 30 days after completion of course, thereafter a 5% penalty interest fee will be charged.
- 4.4. Payment can be done via electronic transfer to:

Reality Learning SA (Pty) Ltd, Account details for payment:

Account Name	:	Reality Learning SA (Pty) Ltd
Banking Institution	:	First National Bank, Business
Account	:	Cheque
Account Number	:	6249 260 2547
Branch Code	:	250114
Branch	:	Vangate

5. Travel and Accommodation

5.1. Delegates are responsible for their own travel and accommodation arrangements. As per request we can assist by supplying contact numbers of guest houses, hotels or bed and breakfast establishments in the vicinity.

6. Terms & Conditions - In House Courses

- 6.1. All fees/pricing are current at time of going to print, however, we reserve the right to change them.
- 6.2. Bookings for any learning course/intervention/workshop held by Reality Learning SA will only be accepted in the form of an email or fax, the registration form and payment or purchase order are to accompany the email to training@realitylearningsa.co.za or fax: 086 6527 835.
- 6.3. Please state if a PRO FORMA invoice required.
- 6.4. Minimum quantities of 8 learners are required for on-site training.
- 6.5. The number of learners booked for on-site training is the number of learners that will be invoiced. Should the number of delegates who attend the course be less than the above specified number of delegates, the client will still be liable to pay for the above specified number of delegates and the above full contract price.
- 6.6. No results or certificates will be issued unless payment has been received in full.
- 6.7. Certificates are issued directly to the company paying for the course, unless the learners are private individuals paying for themselves.
- 6.8. Please note that not all courses are accredited in such cases a Certificate of Attendance will be issued.
- 6.9. Cancellation conditions apply see point 2.

7. Course Presentation

- 7.1. Courses will be presented in English only.
- 7.2. 100% attendance is a requirement
- 7.3. Courses are presented using a variety of methodologies and techniques and these include where applicable:
- 7.4. Lectures, videos, assignments, handbooks and exercises, group participation is encouraged throughout as it enhances the learning experience.
- 7.5. Please note that SETA Certification process may be between 3 - 6 months.

8. Remedial (NYC) - POE Learners

8.1. The third remedial session will be at a cost of R500.00 per learner (Price subject to change)

9. Important Note - For Accredited workshops or First Aid workshops:

- 9.1. Attach a copy of ID to this form
- 9.2. Ensure correct spelling of name and surname as this detail will appear on your certificate
- 9.3. Attach copies of highest qualification achieved (only if completing a POE).

10. COMPLETION OF SECTION BELOW IS MANDATORY

I the undersigned hereby confirm that I read and understood and agreed to all the terms and conditions as outlined above			
Company		Name & Surname	
Designation		Purchase Order Number	
Contact Number		Email address	
Signature		Date	