

Training Course Enrolment Form

Name of Training Course:	
Account Payable By (Private or Employer):	

Delegates Information:

Name and Surname	ID Number	Contact Number	Email Address	Dietary Requirements (Halaal, Vegetarian etc.)

Company Information and Details of Person Responsible for Account	
Name and Surname:	
Contact Number:	
E-Mail Address:	
Company Billing Address:	
VAT Registration Number:	
Purchase Order Number:	

Terms and Conditions:

1. It is a policy of mySolutions CC to only provide goods and services to customers on receipt of an official order number.
2. If your company does not provide order numbers we will require written confirmation of the instruction before supplying any goods or services.
3. IBM Examination fees and bookings are not included in the costs of training courses offered by mySolutions.
4. The courses provided by mySolutions in no way guarantees achievement of any certification exams.
5. Payment for invoices must be received within 30 days from date of invoice.

Payment by cheque: The undersigned hereby declares that no cheques will be issued in payment unless there are sufficient funds available and that such funds will remain available in order that all cheque payments will be honoured and that under no circumstances will any cheque be stopped.

Cancellation Policy:

Cancellation of attendance for a course you have registered for must be received in writing 10 days prior to commencement of the course. Should you fail to provide cancellation in writing prior to this notification period 80% of the full invoice is payable to mySolutions.

If the student does not attend the training course, or should the student fail to complete the course the full amount will be invoiced and is payable to mySolutions.

I hereby accept the above terms and conditions as well as the cancellation policy stipulated above and certify that all information provided is correct and warrant that I am authorised to do so.

Signed:		Date:	
Name of signatory (printed):			
Designation:			