

booking

Please fax the completed registration form to Yolande at +27 (0) 86 670 8937
 Enquiries: Phone Yolande at +27 (0) 11 447 7077 or email enquiries@changeability.co.za

Course Name	
Date	

In order to complete the next section, please review the schedule of course fees and discounts at the end of this document. **Please note that in order to qualify for the early registration fee, booking and payment is required 30 days prior to the training event.**

	Registration fee (excl VAT)	Early registration fee (excl VAT)		Registration fee (excl VAT)	Early registration fee (excl VAT)
Delegate 1			Delegate 6		
Delegate 2			Delegate 7		
Delegate 3			Delegate 8		
Delegate 4			Delegate 9		
Delegate 5			Delegate 10		
Subtotal					
VAT					
Total					

Delegate information

#	Name	Contact Number	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Dietary requirements	# of delegates	Dietary requirements	# of delegates
Halaal		Vegetarian	
Kosher		Vegan	
Other, please specify:			

booking

Disabilities, please specify:

How did you hear about this event?			
ChangeAbility Newsletter		CFAN Newsletter	
Internet		Word of mouth	
Other (please specify)			

We value your privacy & treat our database as highly confidential. We will not distribute or sell your information to anyone

Invoice Details	
Company Name	
Contact person	
Email address	
Registration Number	
VAT Registration Number	
Other number/s (e.g. PO No.)	
Postal Address	
Telephone Number	
Fax Number	
Payment (Please note that payment is required at least 10 business days prior to training event)	
Method of Payment	

Electronic transfer | Cheques to be made payable to ChangeAbility Training | **Please fax proof of payment to +27 (0)86 670 8937.**

Account holder	ChangeAbility Training (Pty) Ltd		
Bank:	Standard Bank	Branch:	Rosebank
Branch code:	004305	Account number:	001624121

I accept the terms and conditions printed below (please tick)

Please note that we cannot secure your booking if you have not ticked the box above.

Signature: _____

Designation: _____

Name: _____

Date: _____

Terms & Conditions

1. Course fees

- 1.1. For courses in South Africa, course fees exclude value-added-tax ("VAT") and are quoted in South African Rands. VAT is applicable.
- 1.2. For courses outside South Africa, course fees are quoted in the currency of the country in which the training takes place. Sales tax is not applicable.

2. Registration

- 2.1. Bookings will be accepted on a first come, first served basis and will be confirmed upon receipt of the completed booking form and the full course fee. **Please note that the number of delegates that can attend is limited. Book and pay early to avoid disappointment.**
- 2.2. If you register & pay the course fee before the early registration cut off date, you will qualify for the advertised discount ("early registration fee").
- 2.3. If more than one delegate from the same company registers for the same course on the same date, the 2nd and subsequent delegates qualify for the advertised discount on the course fee or on the early registration fee, if applicable.
- 2.4. Payment must be received 10 business days prior to the training event to confirm your booking. Bookings close 10 business days prior to the training event.
- 2.5. Upon receipt of your booking form, we will email you an invoice. If more than one person from the same company registered for the same course on the same date, the person whose details were entered first (Delegate #1) will receive the invoice and is responsible to arrange for payment.
- 2.6. Until full payment of the course fee, your booking is only provisional.
- 2.7. Upon receipt of full payment of the course fees, you will receive confirmation that your place has been booked for the training event.

3. Waiting list

- 3.1. If the course is fully booked, you may enter your details on a waiting list.
- 3.2. Should any bookings be cancelled, we will contact those on the waiting list to confirm interest to attend.
- 3.3. Enter all details on the waiting list booking form, including payment details, to expedite the booking should we receive any cancellations and you wish to attend.

4. Cancellation

- 4.1. All cancellations must be in writing.
- 4.2. The cancellation fee for cancellation more than 10 business days prior to the training event will be 25% of the course fee.
- 4.3. The cancellation fee for cancellation 10 business days or less prior to the training event will be 100%.
- 4.4. If a colleague wishes to attend in your place, please confirm in writing that you will no longer be attending and provide us with the person's contact details as soon as possible.
- 4.5. If we cancel a training event, all fees paid will be refunded to you.
- 4.6. Where training dates are changed, you may request a full refund if the new dates do not suit you.

5. Accommodation

- 5.1. For your convenience, we might indicate accommodation close to the training event, but we do not in any way recommend or guarantee the standard or facilities of the accommodation.
- 5.2. Booking and cancellation of accommodation is your responsibility and will be subject to the terms and conditions of the relevant venue.

6. Changes

Subject to the other provisions of this agreement, we will do our best to secure the advertised offering (including without limitation, speakers, trainers, venue, menu, exact content or order of training material, etc.) but we reserve the right to change this offering at short notice.

7. Indemnity

By accepting these terms and conditions you indemnify ChangeAbility, its trainers and employees against any claim, loss or damage, including without limiting the generality of the foregoing, direct, indirect and consequential losses, resulting in any way from the registration for, booking or attendance of ChangeAbility training.

8. Applicable law

This agreement is governed by and will be construed according to South African law.

Course fees including discounts

Dates	Course	Trainer	Location	Full fee per delegate (excl VAT)	Fee for 2 nd & subsequent delegates (excl VAT)	Early registration fee for 1 st delegate (excl VAT)	Early registration cost for 2 nd & subsequent delegates (excl VAT)
16 – 18 February 2010	Managing Change in the Project Environment	MariliseSmit	Johannesburg	R 6 700	R 6 030	R 6 030	R 5 427
11 – 13 May 2010	Managing Change in the Project Environment	MariliseSmit	Johannesburg	R 6 700	R 6 030	R 6 030	R 5 427
2 November 2010	The Change Journey	Holger Nauheimer	Johannesburg	R 3 100	N/A	R 2 900 (expire 31/08)	N/A
23 - 25 November 2010	Managing Change in the Project Environment	MariliseSmit	Johannesburg	R 6 700	R 6 030	R 6 030	R 5 427