**BOOKING CONFIRMATION FORM**

**Please email the completed form to** **daisy@vucainstitute.co.za** **and copy** **admin@vucainstitute.co.za**

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| You can also access this booking confirmation formonline on[**www.vucainstitute.com**](http://www.vucainstitute.com) |
| **Course Name** |  |
| **Dates of Course** |  | **Location** |  |
| **FOLLOW THESE 3 QUICK AND EASY STEPS TO REGISTER****Step 1:** Complete this booking confirmation form and email it back to daisy@vucainstitute.co.za and copy admin@vucainstitute.co.za  Your booking will be processed and you will receive an invoice**Step 2: Make a payment as indicated in the invoice and e**mail proof of payment to daisy@vucainstitute.co.za **Step 3:** Confirmation of booking will be sent to you via email within 24 hours of the payment reflecting in our bank account |
| **DETAILS OF PERSON MAKING THE BOOKING** |
| **Name:** |  | **Surname:** |  |
| **ID/ Passport Number** |  |
| **Company / Organisation** |  |
| **Work Tel** |  |
| **Mobile Number** |  | **E-mail** |  |
| **Position** |  |
| **Where did you hear about VUCA** |  |
| **DETAILS OF PERSON. / ORGANISATION RESPONSIBLE FOR PAYMENT** |
| **Name of organisation or person** |  |
| **Contact Person** |  | **Job Title** |  |
| **Tel Number** |  | **Email** |  |
| **VAT Registration Number** |  |
| **Total Fee Incl. VAT** |  |
| **Billing Address** |  |
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| **Postal Code** |  |

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| **DETAILS OF THE LEARNER (each learner must complete a separate form)** |
| Title |       |
| First Name  |       |
| Middle Name |       |
| Surname |       |
| ID or Passport Number |       |
| Date of Birth |       |
| Race |       |
| Gender |       |
| Equity \* |       |
| Disability |       |
| Home Language |       |
| Nationality |       |
| Employed / Unemployed? |       |
| Employer |       |
| Cell Phone |       |
| Email address |       |
| Next of kin and contact no. |       |
| ADDRESS | **PERSONAL** | **WORK** |
| Physical Address |       |       |
|       |       |
|       |       |
| Postal Address (If different from physical address) |       |       |
|       |       |
|       |       |
| Last School Attended(Secondary / High School) | Name of School | Province | Year |
|       |       |       |
| Highest qualification, e.g., Matric / Diploma / Degree |       |
| DETAILS OF PROGRAMME | **Programme Title:**       |
| **Programme ID:** SAQA ID       |
| **NQF Level:**  | **Minimum Credits**:       |
| Learner signature:Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\* EQUITY: Select from below choices**Black African Black Indian/AsianBlack Coloured White |

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| **TERMS AND CONDITIONS** |
| 1. **Fees**

All fees are current at the time of going to print; however, we reserve the right to change the fees1. **Payment**

Payment can be made by an electronic funds transfer (EFT), and must be received 7 working days from the date of the invoicePlease quote the reference number as reflected on the invoice when making payments to ensure that we allocate the payment correctlyPlease note that no learner will be permitted to attend any training course without proof of payment or a purchase order1. **Cancellation**

All cancellations must be done in writing and emailed directly to daisy@vucainstitute.co.za and copy admin@vucainstitute.co.za Inform VUCA immediately if you have to re-schedule or cancel the booking The following penalties apply if you cancel: * **11 or more working days before a course: 10% of the course fee**
* **6 to 10 working days before a course: 25% of the course fee**
* **1 to 5 working days before a course: 50% of the course fee**
* **No show on the day of the course: 100% of the course fee**
1. **Special Rates**

Additional delegate rates apply when bookings are made at the same time on the same course, special rates, group rates and early bird specials can be negotiated1. **Confirmation Instructions**

We will issue an acceptance letter detailing your participation in the training course upon receipt of the completed booking confirmation form and payment of invoice. The exact course dates will be confirmed once there are at least ten confirmed delegates for the same course. You will be provided with information that will include venue details and location map with directions (**for face-to-face classroom sessions**) OR MS Teams link (**for online sessions**) as well as starting times. 1. **Delegate Substitution**

Substitutes can be made at any time without incurring a penalty. Please inform us in writing1. **Minimum number of learners**

**All VUCA courses will ONLY go ahead if we have at least 10 (ten) confirmed delegates. VUCA reserves the right to postpone courses below ten delegates to a future date. Please confirm with our consultant before making arrangements to attend the training.**1. **Transfers and Postponements**
* The transfer option only applies to delegates who are transferring to a different date for the same course.
* Transfers can only be made up to 5 working days prior to the commencement of the course, after which point the registration is considered to be a cancellation or alternatively a replacement/s should be made
1. Once you have booked with us legal obligations arise and your right to refund of monies charged to you or paid in any other way agreed by us, are limited by our terms and conditions. Once a booking is made for the course, it is deemed that you have read and understood the terms and conditions for such a booking. You must not make any booking unless you understand and agree all our terms and conditions. If you have any queries, please contact us before making any booking for any course.
2. **Refunds**

Refunds should be requested in writing to daisy@vucainstitute.co.za All refunds should be accompanied by a bank confirmation letter from the account the payment was made from. Refunds will only be made back into the same account the payment was made from and any other arrangements should be accompanied by an authorisation letter from the Finance/HR/Training Manager or higher on a signed and stamped letterhead. All qualifying refunds will be processed 14 working days from the date the payment reflects in our account. |
| **[ ]  I have read and understand all the terms & conditions**  |
| **Signature** |  | **Date** |  |
| **VUCA TRAINING: BANKING DETAILS** |
| **Account Name:**  | **VUCA Institute of Leadership Development** | **Bank:** | **First National Bank** |
| **Branch:** | **Benmore Gardens** | **Branch Code:** | **251255** |
| **Account Number:** | **62627351349** | **Account Type:** | **Cheque** |

**Please email completed form to** **daisy@vucainstitute.co.za** **For more information contact Daisy at 076 649 9933**

**DELEGATE(S) INFORMATION**

|  |  |
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| **Number of delegates confirmed** |  |

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| **NO** | **Name (As in your ID)** | **Surname (As in your ID)** | **ID/Passport number** | **Mobile Number** | **Email Address** |
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