



Smart Solutions



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Corporate Registration Form

PLEASE SIGN & RETURN THIS DOCUMENT TO CONFIRM YOUR BOOKING!

ATT:

19 August 2011

Should you wish to confirm your booking please complete the details below and fax it to 086 623 9830:

Delegate(s) Name(s)	Telephone Number	E-Mail	Course Code and name	Course Date	Course Price Excl Vat

- **Meals**, manuals and certificates are included in the training cost
- **Dietary requirements catered for include Vegetarian please notify us before training.**

The total for the above training R (exclusive of VAT) which is due prior to or on the first day of the course.

PAYMENT ARRANGEMENTS: (PLEASE CHECK ONE OF THE FOLLOWING)

Cheque Bank Transfer

INVOICING DETAILS:

Name of Company:	
Accounts contact person:	
Tel. No.:	
Fax No.:	
E-mail address:	
Vat No.:	
Order No.:	

Postal Address:

CERTIFICATES

Certificates are handed to course delegates upon successful completion of the course unless otherwise instructed. Certificates are only awarded to those delegates who are deemed to have successfully completed the final project or exercise.

Terms and Conditions

1. All bookings must be submitted in writing, on a LGIT Smart Solutions Registration Form, via fax or e-mail. A Purchase Order number or a reference for the authorised payment of an invoice should also accompany bookings, if applicable.
2. No booking will be confirmed, and no seat reservation made until a Registration form has been completed, signed and submitted to LGIT Smart Solutions.
3. Unless otherwise agreed, fees will be invoiced upon receipt of confirmation and are payable before the first day of commencement of the training course or consultancy.
4. Any payments that are not received before the first day of the commencement of the training course will attract interest at a rate of prime plus two percent unless alternative credit arrangements have been made with LGIT.
5. In the event of payment having not been received prior to the commencement of the course, LGIT reserves the right to refuse the delegate admission to the course until payment has been made.

6. All prices quoted are exclusive of VAT. In the event of a cancellation by the Client, the following applies:
 - A client may cancel or postpone a registration, provided it is done in writing to reach LGIT Smart Solutions at least 10 (ten) working days prior to commencement of the course.
 - A 50% cancellation or postponement fee will be charged if the course is cancelled between 4 and 9 working days prior to the actual training date.
 - A 100% cancellation or postponement fee will be charged if the course is cancelled 3 days or less before the training date.
7. A Client may nominate an alternate delegate at any time subject to LGIT Smart Solutions being notified..
8. It is the delegate's responsibility to ensure that they have the pre-requisites for a course. LGIT Smart Solutions reserves the right to request that you re-schedule and attend a preparatory course. Pre-requisites for each course are available from the account manager.
9. LGIT Smart Solutions reserves the right to adjust the syllabus of any course to reflect the development of the course, system or software.
10. All courses are run subject to demand and may be cancelled, postponed or changed as deemed necessary by LGIT Smart Solutions.
11. LGIT Smart Solutions attempts to keep delegates informed of changes to schedules, courses and certification tracks at all times. It is the delegate's responsibility to ensure that your contact details are current.
12. Provisional bookings can be made, but should the seat be required by a confirmed client, you will be given 24 hours notice to confirm the booking. We require confirmation of bookings 10 working days prior to commencement of course. Our Customer Care department will communicate the confirmation 10 working days prior to the commencement of the course, but should you not receive confirmation it would be your responsibility to confirm. LGIT Smart Solutions reserves the right not to allow course attendance should the confirmation of the course not have taken place.
13. Should any course fall in a week of a public holiday the course will be adjusted accordingly.
14. Should a student arrive in class under the influence of alcohol or any narcotics, LGIT Smart Solutions reserves the right to ask them to leave the premises. Should a student arrive late, it is up to LGIT Smart Solutions to establish whether he or she can attend the course.
15. No hacking is allowed in the classrooms. Whether it is a fellow student's workstation, or the Instructor's machine, we ask that you respect each other and refrain from hacking at all times. If anyone, other than the Instructor, has tampered with your machine, please inform the Instructor immediately. Please adhere to this rule, as anyone caught wilfully "hacking" or tampering with someone else's machine will be asked to leave the class, and will not be allowed to re-attend this course in the future.
16. Students shall not make use of the training PC's for any use other than training during the period of the course. This includes the browsing of the Internet and/or the downloading of any files.
17. For the sake of the equipment and your safety, no food or beverages are allowed in the classrooms.
18. If you need to leave a class early for whatever reason, please clear it with your Instructor in advance.
19. For a period of 12 months after completion of any training course, neither party will solicit the employment or services of any personnel of the other party. Penalties for a breach of this provision will be equal to the gross salary or fees of that person for the first six months of their new employment or service contract.
20. LGIT is not responsible for any loss or damage incurred whilst on the premises of LGIT Smart Solutions.
21. The submission of a LGIT Smart Solutions Registration Form to LGIT is regarded as an acceptance of these Terms and Conditions.

Room hire:

1. Full costs will be incurred for room hires cancelled less than 10 days prior to the confirmed start date of the course.
2. Flipcharts, a projector, teas and coffees and meals for the specified and confirmed number of delegates are included in the room rental price. Any other requirements over and above this needs to be done by prior arrangement with LGIT Smart Solutions and will charged accordingly.
3. Room hire hours are between 9am and 4 pm unless other prior arrangements have been made.
4. The Client is responsible for the setup of the rooms. Room setups can be done prior to the start of the room rental, during times to be specified by LGIT. Should the Client need to setup the room outside the specified times, they will be charged accordingly.
5. Should a client wish LGIT Smart Solutions to setup a room, the Client shall be charged accordingly.

On-site training

1. The Client shall be responsible for the setup and installation of the required software and network installations.
2. Should it be necessary for the LGIT trainer to setup machines this will be charged.
3. The client shall ensure that each delegate has his own training computer.
4. The Client shall ensure that the classrooms are adequately networked and that the classrooms are equipped with a whiteboard, flipchart and projector.
5. The Client shall be responsible for the provision of meals and refreshments for the trainer.
6. LGIT Smart Solutions shall supply manuals if required, which shall be charged for separately.
7. Full costs will be incurred for on-site training cancelled less than 10 days prior to the confirmed start date of the course.

Please sign to indicate your acceptance of the above terms and conditions of training.

Print Name

Sign

Date :

THANK-YOU FOR YOUR SUPPORT!

REGISTRATION SENT BY: