

Course Registration Form

Name		E-Mail Address	
Surname			
ID No		Alternative E-mail Address	
Postal Address		Course Name	
Postal Code		Course Date	
Organisation/ Company Name		How Did You Got to Know About FLOSSNet?	
Position			
Mobile Number		Please Print How Your Name Should Appear on the Certificate	
Other Contact No			

Terms and Conditions of Course Registration

- Your course fee must be paid in full before the course date.
- If you want to **cancel** this course, then you must inform FLOSSNet **in writing by fax or e-mail**, 10 **working** days before the course date. FLOSSNet will deduct 20% of the course fee as a cancellation fee. Otherwise, you will forfeit the course fee.
- FLOSSNet's liability will be limited to the refunding of the course fee only if this course is cancelled by FLOSSNet for whatsoever reason.
- If you want to **postpone** this course, then you must inform FLOSSNet **in writing by fax or e-mail** about the postponement at least two working days before the course date.
- A non-refundable postponement fee of R400.00 will be levied which must be paid before you attend the next course.
- A postponed course cannot be cancelled or postponed again and must be taken within four months of postponement.
- Substitutions can be made three working days before the course date by informing FLOSSNet **in writing by fax or e-mail**. A registration form must be completed by the new participant.
- If you do not present yourself, for whatsoever reason, on the course date, then you forfeit the course fee.
- You must bring a laptop/Mac to the course.
- Photos will be taken on the course which might be placed on the FLOSSNet website.
- FLOSSNet will provide a digital certificate. A R150.00 will be levied if you want a hard copy of your certificate to be posted to you.
- A course confirmation will be send to you for the latest four working days before the start of the course. It is your responsibility to follow up if you did not receive the course confirmation.
- FLOSSNet will not be held responsible for injury to, or death of a participant nor the loss or damage of personal property, whether it is as a result of negligence on the part of FLOSSNet.

I have read, understood and accepted the terms and conditions as set out above and agree to follow and abide by them. I am computer literate and confident with the keyboard and mouse. I have familiarised myself with the course prerequisites, outline, and content.

Signature:

Date:

BANK: Standard Bank | **BRANCH:** Alberton | **ACCOUNT NAME:** FLOSSNet CC | **ACCOUNT NO:** 0000-29572 | **BRANCH CODE:** 012-342

Use your name and surname as the reference number or the Invoice Number

Fax completed registration form & proof of payment to 0865-657-296 or e-mail to registration@flossnet.co.za before the course date