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 Tel: 73 25 8907
 Email: training@pmacademy.co.bw

Short Course Application Form

Training Course Details

Course Name:

Course Location:

Course Dates:

Delegate Details

First Names:

Surname:

ID or Passport #:

Tel #:

Mobile #:

Fax #:

E-mail:

Company:

Position:

Delivery Address:
 During business hours:
 for: course materials.
There must be someone to sign.

Postal Code:

Postal Address:

Postal Code:

Dietary Requirements:
(special diets [kosher, halaal] will be at an additional charge)

Disability/Special Needs/
 Medical Condition:

Emergency Contact:

Access Required: e.g. wheelchair

Invoice Details

Name of Company:

Physical Address:

Postal Address:

Postal Code:

Tel #:

Fax #:

VAT #:

By signing this form, I acknowledge and comply with the terms and conditions below and give permission for my name to be used as a reference for marketing purposes if required by PM Academy.

Name: _____

Signature: _____

Date: _____

E&OE

Terms and Conditions

Enrolments:

- The course application form must be received by PM Academy 4 weeks prior to the start of the course.
- All course fees are payable and due upon presentation of an invoice and at least 3 weeks prior to the start of the course. Bank details are provided on the invoice. PM Academy reserves the right to charge interest, at prime +3%, on late payments.
- Course materials will be dispatched / made available only upon receipt of full payment and once reflected in PM Academy's bank account. South African distribution fees are included; all other areas will be subject to additional courier charges.
- All delegates must submit a copy of their ID prior to writing any exam.

Substitutions:

- Delegate substitution of one person will be permissible at no additional charge. Such substitution must be in writing at least 10 working days prior to the commencement of the course.

Protection of Enrolled Learners:

- Should a learner wish to cancel or reschedule a course, the following will apply:
 - The notification must be made by the learner in writing via e-mail to PM Academy.
 - If this notice is 30 days or more prior to course commencement, one reschedule will be allowed or a pro-rated refund. Thereafter reschedules will be subject to a P1000 admin fee.
 - If this notice is less than 30 days prior to course commencement, a reschedule is subject to a P1000 admin fee or pro-rated refund.
 - Should the learner not arrive for the course, the full course fee will be forfeited.
- Should PM Academy cancel or reschedule a course, the following will apply:
 - The notification must be made to the learner in writing via e-mail.
 - If this notice is 30 days or more prior to course commencement, PM Academy has the option to reschedule the course or offer a pro-rated refund.
 - If this notice is less than 30 days prior to course commencement, PM Academy has the option to reschedule the course or offer a pro-rated refund.

General:

- PM Academy reserves the right to change course content and/or trainer without notice to the client.
- PM Academy reserves the right to adjust prices to accommodate exchange rate fluctuations and increases to international course fees, exams and materials.

- All exams must be taken within the week of course attendance.

- PM Academy operates in a Gun Free Zone at all its training venues. We ask that you respect our Gun Policy and do not bring your gun with to training.

- All delegates must attend training within four (4) months of receiving their course materials, otherwise additional charges may apply. If the end of a calendar year is within this four (4) months, then attendance has to be before the end of the calendar year. Should payment have been made in one calendar year and attendance will take place in another calendar year, the delegate will be liable for any price increases.

Dietary Requirements:

- Any special dietary requirements (such as kosher or halaal) will incur additional fees, which will be for the delegate's account.

Liability:

- The company shall not be liable for any loss, damages, costs or expenses directly or indirectly incurred as a result of information supplied by, or misrepresentations, negligence, fraudulent acts or default on the part of the clients, its directors, employees, contractors or agents. The client indemnifies the company and holds it harmless against all and any claims made against it by any party whatsoever in respect of any such loss, damages, costs or expenses and against the actual costs incurred by the company in defending such claims.
- Personal belongings and items belonging to or in the possession of the client or delegate brought onto the training premises are the sole responsibility of the owner and the company accepts no responsibility for such items.

Copyright:

- The copyright and all other intellectual rights in all course materials shall remain the sole and exclusive property of the company or, in the case of a course developed by a partner, the partner organisation. The client undertakes that it will not copy, or permit to be copied, such course materials nor disclose or permit disclosure, sell or hire the same to third parties, nor use the same to run the client's own courses.