



Training Booking Form

Should you wish to make a booking please complete the *booking form* and email to booking@boti.co.za or fax to [086 610 1197](tel:0866101197). Once we receive this form, you will be **provisionally booked**. We will send you banking details for payment. *Proof of payment will confirm the booking.*

I wish to proceed with the proposal for (name of course):

The venue for the course is:

The scheduled date for the course is

Name & Surname:

Company:

Address:

VAT #:

Tel:

Cell:

E-mail:

Specific Focus Areas requested:

Delegate Names:

	Name	Occupation Level (i.e. Clerk, Junior Manager, Middle Manager, Exec)
1.		
2.		

3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Authorized Signatory _____ Designation _____ Date _____

Terms & Conditions:

1. Business Optimization Training Institute (Pty) Ltd (BOTI) 2017/286086/07 (Vat registration number: 4770208033) reserves the right to make changes to the course content, trainer, duration and dates without prior notification. BOTI also reserves the right to postpone a Public Courses with less than three delegates to a future date. Tea/coffee and a light lunch will be provided (off-site training only). Please note that we do provide Halaal friendly or Kosher meals on request. Should STRICTLY Halaal or Kosher be required, we are happy to outsource from appropriately certified caterers at an additional surcharge of R125 person meal & Kosher R175.

2. Course fees are due and payable prior to course commencement. Payment can be made by cheque or by electronic transfer, and must be received 3 working days prior to the commencement of the course. All fees are current at the time of going to print; however, we reserve the right to change them. On receipt of this submitted booking form and payment or purchase order you will receive a confirmation letter by email confirming your participation in the training event. This includes a location map with directions and venue details and starting times. Please note that no learner will be permitted to attend any training course without proof of payment or an order number. Please bring an originally certified copy of the delegate's I.D. to the first day of the training session. All cancellations (subject to fee in clause 5) must be done in writing and emailed directly to BOTI.

4. Certificates of attendance are issued after successful completion, and settlement of account in full

5. The signing of the booking form (this form) is a legally binding document. This means that the company/organization/individual (if not through the company) will be liable for the FULL training fee invoiced (subject to this cancellation clause). The following charges apply if you cancel: 11 – 30 days before a course = 20% of the course fee; 6 – 10 days before a course = 25% of the course fee; 4 – 6 days before a course = 35% of the course fee; 1-3 days before a course = 50% of the course fee; No show on the day of the course = 100% of the course fee. Substitutes can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.

7. The student will be expected to comply with the rules and regulations of BOTI and the various buildings in which it is situated.

8. BOTI does not accept any responsibility for any personal injury of any degree or whatever the cause may be, or any loss, whatever the cause, of any personal belonging of any student/delegate/participant ("delegates"). The company and delegates assume all these risks and expressly waive, release, discharge and agree not to sue BOTI for any loss, damage, death, disability, injury, or action of any kind for participating from or in this programme or any other activities organized by BOTI and hereby indemnifies and holds BOTI harmless against any claims by the delegates dependents or other third parties whatsoever arising by reason of my death, disability or injury whilst or from participating in BOTI Courses.

9. Public Accredited Courses in 2019 include Assessments, (which need to be completed and submitted in the delegates own time after the course) and Moderation. Delegates will have 30 days to hand in their Portfolios of Evidence / Assessments (or an additional fee of R995 per unit standard will apply). Thereafter it will take approximately 90 days to Assess and Moderate.