



# Training Booking Form

Should you wish to make a booking please complete the booking form and email to [bookings@boti.co.za](mailto:bookings@boti.co.za) .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 training as quoted:

<b>Name</b>	
<b>Proposed course date (if known)</b>	
<b>Company</b>	
<b>Fax No.</b>	
<b>Vat No.</b>	
<b>Company</b>	
<b>Tel.</b>	
<b>E-mail</b>	
<b>Food Requirements</b>	Vegan / Kosher / Halaal / Other: _____ (mark if appropriate)
<b>Training Centre</b>	JHB / DBN / CPT / Other: _____ (mark if appropriate)
<b>Authorized Signature</b>	
<b>Name of Authorized Signatory</b>	
<b>Designation</b>	
<b>Date of Signature</b>	

## Terms & Conditions

**Business Optimization Training Institute (Pty) Ltd (BOTI) 2017/286086/07 (Vat registration number: 4770208033) reserves the right to change this calendar without notification. Tea/coffee and a light lunch will be provided (off-site training only).**

1. Delegates are to be at the training venue by 08h00 in preparation for a 08h30 start time
2. BOTI reserves the right to make changes to the course content, trainer, duration, and dates without prior notification.
3. Certificates of attendance are issued after successful completion, and settlement of account in full
4. **The signing of the Booking Form (this form) is a legally binding document. No cancellations will be accepted. This means that the company/organization/individual (if not through the company) will be liable for the FULL training fee invoiced.**
5. Rescheduling is required in writing 72 hours prior to course starting date and attracts an administration fee of R150 per delegate. Should written notice not be received within this time, the course be invoiced in full, and a new enrolment will be required. Substitutions may be made at any time in the case of non-accredited courses. No shows on the day of training will be liable for 100% of the fee.
6. The student will be expected to comply with the rules and regulations of BOTI and the various buildings in which it is situated.
7. 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.
8. **Disclaimer; Limitation of Liability.** In no event shall BOTI or its employees or agents or subcontractors be liable for any direct, indirect, special, incidental, or consequential loss or damages due to any cause whatsoever, including damages caused by the negligence of a party, its employees, or agents or otherwise. BOTI will not be liable for any incidental, consequential, special, or punitive damage of any kind or nature, whether such liability is asserted on the basis of contract, delict or otherwise, even if BOTI has been warned of the possibility of any such loss or damage.
9. Unless otherwise specifically specified, courses quoted for are non-accredited. In the cases of these courses, delegates will receive only a certificate of attendance as opposed to SETA awarded unit standards or qualifications. Where it is specifically mentioned that a Unit Standard is quoted (referred to as an Accredited Course) the following applies: Accredited Courses 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.
10. 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.
11. 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.
12. In the case of computer courses, unless otherwise stated delegate are required to provide their own laptops with the applicable software loaded.