

PRODUCTIVE SERVICES ENROLMENT FORM

PTO for the applicable standard conditions

PLEASE PRINT LEGIBLY

Client company Information												VAT No.					
Company Name						Physical Address:											
Tel:		()				Fax:		()									
Contact Person						Postal Address:											
Contact Tel / Cell																	
Email:												Postal Code:					
Course / Program Details																	
Course / Program Description						Start Date						Venue:					
NQF Level						Fee Excl. VAT											
Learner information			Can we send helpful tools & tips to you via email? Y <input type="checkbox"/> N <input type="checkbox"/>											e-mail address			
First Name				Preferred Name				Surname				Initials					
Present Occupation						Department/Section						Company No.					
ID Number						Age		Race		Male /Female		Shift					
Length of Service						Cell No.						Physical Disability					
School leaving certificate				Tertiary education													
Training courses																	
Learner's Signature		Date		Signature of the responsible company representative				Date									



RULES & CONDITIONS

- The employer (client / company) hereby undertakes to abide by the course / program rules and any additional conditions that may apply to the course / program.
- All registration forms are to be duly completed and signed.
- The contact person should be the signing manager and the correspondence addressee.
- Please observe the registration, payment terms and cancellation conditions of the course / program.
- Please note that should a learner withdraw from the training after attendance has been confirmed or should a learner fail to complete the training, the company will be responsible for the learner's course / program fees.
- Additional time required for the course / program will be for the client's account and will be calculated on a pro-rata basis.
- The Learner hereby agrees to start the course / program as required, attend all sessions in full without disruptions and participate actively in all requirements. Failure to do the above could jeopardize the successful completion of the course.
- The company/ candidate is liable for the 50% of the course fee if cancelled within 7 working days and full course / program fees and any additional fees(such as traveling and out of town costs, venue costs, etc.) if cancelled within 3 working days of the start date.
- The company is liable for the full applicable course fee. Should the relevant SETA sponsor only part of the course / program fee, the company is liable for the balance.
- Should the relevant SETA refuse to sponsor the company for any reason (such as absenteeism, cancellation of sponsorship, non-completion, etc.), the company remains liable for the course / program fees and expenses.

DISCLAIMER

PRODUCTIVE SERVICES will endeavor to pass on to all delegates the highest standard of Education and Training during the courses it delivers, and to use the best information and practices at its disposal. However, on completing an enrolment form, all clients and delegates indemnify PRODUCTIVE SERVICES and its staff against any claims whatsoever with respect to any actions or results arising from omissions, misconceptions, estimations or any other aspect that could be linked to a training course conducted by ourselves.

Furthermore, PRODUCTIVE SERVICES will not be held responsible for any disputes with any SETA and/or their member companies with respect to whether grants are available, applicable, claimable, etc.

FOR OFFICE USE ONLY	
Approved Activity Number	
Skills Development Facilitator	
Actual Start Date	
Comments	