



**SCOLASTICA SOUTH AFRICA (PTY) LTD**  
**COURSE BOOKING FORM**

Dear Client

Thank you for choosing Scolastica South Africa. Please complete the information below as accurately as possible. The staff of Scolastica South Africa (PTY) Ltd sincerely trust that you will enjoy the course and find the information useful and great value.

**IN CASE OF CHANGES TO BOOKING:**

Contact: Johann Botes  
 E-mail: [johann@scolastica.net](mailto:johann@scolastica.net)  
 Cell: 083 799 7504

Client Details													
Company name:													
Name of contact person:													
Tel No:													
Fax No:													
Person Responsible for account:													
Postal address:													
Email:													
VAT Registration No:													
Student Registration													
Number of students:			Date of training:			Y	Y	Y	Y	M	M	D	D
Course Name:													
1	Name & Surname:		ID No.:										
2	Name & Surname:		ID No.:										
3	Name & Surname:		ID No.:										
4	Name & Surname:		ID No.:										
5	Name & Surname:		ID No.:										
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15	Name & Surname:		ID No.:										



## SCOLASTICA SOUTH AFRICA (PTY) LTD COURSE BOOKING FORM

### **Catering Advice:**

Students to provide their own food. Tea and Coffee will be available.

### **Special arrangements and terms and conditions**

Please ensure that delegates ID number are correct as this information reflects on the certificates. Certificates that need to be re-issued will be charged additionally at a rate of R 50 per certificate.

Please note the following:

- All the course material will be supplied by Scolastica South Africa (PTY) Ltd.
- No certificate will be issued if account is not settled in full.
- Proof of payment to be forwarded to us via email with completed form. Your payment secures your seat for the training session.
- If the training session is conducted on the client premises, then the client must ensure that a projector is available for the facilitator.
- The person who made the booking is responsible to ensure that the students attend the training. The amount of people booked for the training will be the amount invoiced. We cannot take responsibility for students not pitching up for training.
- Bank details: **Bank:** Standard Bank, **Account Number** 10116219511, **Account Name:** Scolastica South Africa (Pty) Ltd
- No certificate will be released if the account is not settled in full.

Signature of client \_\_\_\_\_

e-mail back to: [johann@scolastica.net](mailto:johann@scolastica.net)