

# Course Booking Form

Student to please complete this form, sign page 2 and send it with a copy of your ID to [admin@educationforhealth.africa](mailto:admin@educationforhealth.africa)

COURSE DETAILS							
Course Name							
Course Date		Course Venue					
PARTICIPANT DETAILS							
Full Names							
Title	Dr	Mr	Mrs	Miss	Ms	Date of Birth	
ID or Passport No.							
Home Address							
Work Address							
Nationality				Country of Residence			
Phone Number				Mobile Number			
Email							
2nd Email							
Gender				Home Language			
Disability / Special Needs							
Diet Requirements	Normal		Vegetarian		Halaal		
Qualifications & Experience							
INVOICING DETAILS							
Invoice to be made out to							
Person responsible for Payment							
Contact Numbers							
Email							
Physical Address							
VAT No				Company Reg No			
Invoice Type Required	Pro-forma		Invoice		Certificate to be sent to	Company    Participant	
Does your company work with Purchase Orders?	Yes		No		Results to be disclosed to Supervisor / Manager?	Yes    No	
SUPERVISOR / MANAGER DETAILS							
Name							
Contact Numbers							
Email							
SUPPLEMENTARY EXAM INVOICING DETAILS							
Supplementary exam fees at R400 (excl VAT) per re-assessment							
Person responsible for supplementary exam fees:							
WHERE DID YOU HEAR ABOUT US?							
	Friend	Internet	Conference	Flyer	Work	Other	
If Other, please specify							



### Consent for photos taken in class

We like to take pictures during training:

Do you agree to being photographed during training?	Yes	No
Do you agree to images taken of yourself and the group being uploaded onto the whatsapp training group?	Yes	No
Do you agree to photos of yourself and the group taken during training to be used on our website, on training manual covers/or on any other Education for Health Africa marketing material	Yes	No

### Confirmation

On receipt of your booking form and ID copy we will send you a confirmation email supplying you with an invoice, banking details and client reference number. Your booking can only be confirmed once proof of payments is received.

### Agreement to terms, conditions and indemnity

The booking form should be completed by the student interested to attend and not the employer, as consent should be given by the student and not a second party. In confirming this booking, I hereby indemnify Education for Health Africa for any claim that may arise against us for any loss, damage (direct or indirect) loss of profits, costs, expenses and/or liability of whatever nature and however arising or caused which Education for Health Africa or any third party may suffer, incur or sustain or which may arise, directly or indirectly as a result of the personal injury or death of our employees and/or representatives whilst they undertake training presented by Education for Health Africa. I am aware that it is my responsibility to contact Education for Health Africa if I do not receive an acknowledgment to this booking. I agree to my details being added to the Education for Health Africa database so that information relating to my booking can be sent to me.

### Terms & Conditions

Courses are subject to cancellation by Education for Health Africa if a minimum number of applications are not received by the registration deadline prior to the course date. In this case, your fee payment will be refunded. However, Education for Health Africa is not responsible for travel or accommodation costs incurred by the individual due to cancellation. We caution you not to book any non-refundable travel arrangements until you receive the final course confirmation email, which is provided on or near the registration deadline.

Please let us know in writing as soon as possible if you cannot attend. Cancellations must be in writing.

Full refunds will be given for cancellations made 10 working days before the course begins.

If less than 5 working days' notice is given the full course fee will still be payable.

If between 5- and 10-days' notice is given 50% of the course fee will still be payable.

The date of cancellation is the date notification is received at Education for Health Africa.

Education for Health Africa reserves the right to withdraw / reschedule a course at any time.

### Other

All training material and presentations are in English.

Participants / companies requiring translation of training materials may do so prior to training at their own cost.

On assessment days no cell phones or any other digital devices are allowed into the training room.

Refreshments and lunch are only served when training takes place at an Education for Health Africa training venue.

Participants will receive results via email on the email address provided on this booking form.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### On the first day of training participants should bring:

- Calculator
- Black pen
- Coloured pens
- Ruler