



# Training Enrolment Form

Course:		Date:	
Name		Surname	
Registration Number			
Tel / Cell phone number		Email Address	
ID number			
Organisation name:		Approving Manager:	
Responsible for the account:		Additional information for invoicing:	

**PLEASE NOTE:**

- Cancellation 7 days or less before scheduled date = 100% of invoice fee (substitutes are allowed)
- Cancellation between 14 and 7 days before scheduled date = 50% of invoice fee (substitutes are allowed)
- Course dates are tentative – Psytech SA reserves the right to postpone course dates should too few delegates register.
- Venue is tentative – Psytech SA reserves the right to adjust the course venue to accommodate delegates.
- While Psytech SA tries to accommodate all delegates with LIGHT snacks and refreshments, this may not always be possible, and delegates are encouraged to bring their own food where strict dietary requirements are in place.
- A 15% discount is available on tool training and ONLY applies to all psychology intern professional categories. In this instance, delegates should provide proof of academic registration and internship.
- Booking is only confirmed once payment has been received. Please note: PO numbers are not viewed as payment.
- In order to be eligible for the CEU points and to receive the attendance certificate, all associated hours of the training need to be attended. Failure to do this will result in forfeiting the certificate and points altogether.
- We require payment prior to attendance. Should your company policy differ, it is your responsibility to pay for the training and be reimbursed by your company.
- Should you for any unforeseen reason (including illness), be unable to attend the training and would like to postpone to the next training date, this postponement is only permissible once. Thereafter the training and enrolment thereof will be forfeited.
- Delegates need to apply to attend the training at least 7 working days PRIOR to the date of the training.
- Under no circumstances may our training be resold.

Signature

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Date

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**FOR OFFICE USE ONLY:**

New Client

Existing