

Course & Workshop Registration Form



How to Register

1. Bookings can be made by emailing the completed registration form to edward@erasmusbpas.com
2. Registration forms should be sent immediately to confirm the booking. A confirmation and location guide will then be sent accordingly.

Contact details:

Edward M. Erasmus, MA
Erasmus Consulting & Training
Telephone (297) 5885975
Mobile (297) 5922380
Email edward@erasmusbpas.com / hello@erasmusbpas.com

PLEASE PRINT CLEARLY

Course/workshop title :

Contact Person :	Position :	
Company :		
Invoice Address :	Postcode :	
Telephone :	Email :	
Please enrol the course attendees below: (PLEASE PRINT CLEARLY)		
Full name of attendee	Title/position	Email address
Total number of attendees:		Total course fee (see attached invoice):
<input type="checkbox"/> Please invoice the organisation / contact person above <input type="checkbox"/> Please invoice each attendee separately <input type="checkbox"/> Please add the contact/attendees to the training mailing list		
Additional Needs / Dietary Requirements:		

I have read and understood the terms of conditions given on page 2.	Signed
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Terms and Conditions for Bookings and Payments

General Requirements:

Course participants must be at least 18 years of age.

Course and workshop registration:

Registration for a course can only take place through the completion of our online registration form or by submission of a completed hard copy registration form (by email or personally delivered) to the attention of Erasmus Consulting & Training (Erasmus C&T).

Cancellation of Booking:

1. All course / registration cancellations must be notified in writing (i.e. via email or in hard copy). Course registrations / bookings may be cancelled up to twenty (20) days prior to the course and receive a full refund.
2. Course registrations / bookings cancelled less than twenty (20) days prior to the training or course will be charged 50% of the course fee.
3. Failure to notify of non-attendance will result in the full fee being charged.
4. You may substitute another participant (by notifying Erasmus C&T) at any time prior to the training or course, should a nominated person be unable to attend.
5. Erasmus C&T endeavours to run every course. However, we also reserve the right to cancel or postpone a course to an alternative date. All registered participants affected by such a cancellation will receive a full refund or offered the opportunity to transfer to the next available training or course.
6. In case of withdrawal after the start of a course, Erasmus C&T will withhold 100% of the course fee. In case the course fee has not been fully paid at the moment of withdrawal from the course, i.e. due to an existing payment plan, Erasmus C&T preserves the right to collect the outstanding fee amount.

Payment:

1. For all registrations received an invoice will be issued. For both Corporate and Individual bookings, payment in full is required, unless a payment arrangement has been granted by Erasmus C&T.
2. All invoiced amounts are due within 14 days of the invoice date. In case on non-payment Erasmus C&T may refuse access to the course.
3. In case of non-payment, a 1.5% interest penalty is payable per month from the due date. Both the extrajudicial, including 20% collection costs, as well as the judicial costs are at the expense of the client / participant. An AWG. 25.00 administration fee is also charged for late payments.

Force majeure:

Neither Erasmus C&T nor its employees are liable for non-performance of contractual obligations or damages to the extent that they are caused by force majeure, in particular fire, water, storm or other natural events, explosion, strike, war, civil unrest or other reasons outside the sphere of responsibility/influence of the Erasmus C&T.

Privacy Statement:

Erasmus Consulting & Training (Erasmus C&T) acknowledges and respects the privacy of individuals. We advise that the information that you provide on this form may constitute "personal information". This information is being collected for the purposes of processing your registration or enquiry, keeping you informed of upcoming events and assisting us in improving our service to you. The intended recipient of the information is Erasmus C&T. The provision of the information is voluntary, but if this information is not provided, Erasmus C&T may be unable to process your registration or enquiry. You have the right of access to, and alteration of, personal information concerning yourself. The information is being collected by Erasmus C&T and will be held by Erasmus C&T. Please contact us for any enquiries you may have in relation to this matter.

I have read and understood the Terms and Conditions for Bookings and Payments

Name

Address

Signature of participant / company representative

Date