

Course & Workshop Registration Form



How to Register

- Bookings can be made by emailing the completed registration form to edward@erasmusbpas.com
- 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 Business Planning & Administration Services (EBPAS)
 Telephone (297) 5820308
 Mobile (297) 5922380
 Email edward@erasmusbpas.com / edward.erasmus@ua.aw

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:		
I have read and understood the terms of conditions given below.		Signed
<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:		

Terms and Conditions

Payment: For all registrations received an invoice will be issued. For both Corporate and Individual bookings, payment in full is required.

Cancellation of Booking:

- 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.
- Course registrations / bookings cancelled less than twenty (20) days prior to the training or course will be charged 50% of the course fee.
- Failure to notify of non-attendance will result in the full fee being charged.
- You may substitute another participant (by notifying EPBAS) at any time prior to the training or course, should a nominated person be unable to attend.
- EBPAS 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.

Privacy Statement

Erasmus Business Planning & Administration Services (EBPAS) 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 EPBAS. The provision of the information is voluntary, but if this information is not provided, EPBAS 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 EPBAS and will be held by EPBAS. Please contact us for any enquiries you may have in relation to this matter.