

REGISTRATION FORM

COURSE NAME: _____

To secure your booking, please complete, sign and email a scanned copy to registrations@acaeglobal.com

Approving Manager Details:

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position
 Organization Email
 Physical Address..... Signature.....

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

Participant Details:

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position Email

Prof Dr Mr Mrs. Miss Name & Surname
 Telephone..... Position Email

KINDLY CHOOSE YOUR CONVENIENT FEE OPTION

Date Chosen _____

SOUTH AFRICA/ KENYA/ RWANDA VENUES

- Fee Option 1:**
5 day Training = **USD 3,550.00 per delegate** include, 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments
- Fee Option 2:**
5 day Training = **USD 2,500.00 per delegate** include, training material, lunch, limited refreshment

DUBAI / LONDON

- Fee Option 1:**
5 day Training = **USD 4,550 per delegate** include 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments
- Fee Option 2:**
5 day Training = **USD 3,850.00 per delegate** include, training material, lunch, limited refreshment

Would you like us to organize your hotel booking? Yes No

Payment Details
 Payment Method (*Please choose one) Cash Direct Deposit Bank Transfer (EFT)

Our Banking Details			
Bank:	STANDARD BANK	Account Name:	AFRICA CENTRE FOR ADMINISTRATIVE EXCELLENCE
Account Number:	303049537	Branch Code:	001255
Branch Name:	Rivonia	Swift Code:	SBZAZAJ

IMPORTANT: PLEASE NOTE THAT CASH PAYMENT OR A BANK CERTIFIED PROOF OF TRANSFER IS THE BASIS FOR ADMISSION.

CANCELLATION AND POSTPONEMENT POLICY

All cancellations or postponements must be confirmed in writing and e-mailed to info@acaeglobal.com. Cancellations 10 to 5 Business days prior to the event will attract a 25% cancellation fee. Cancellations received less than 5 Business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Maximum permissible interest will be levied on any outstanding invoices. You are however welcome to substitute your attendance with an appropriately qualified colleague. Postponement to a later date must be received in writing no less than 5 Business days prior to the initial event in order to waive the cancellation fee. This waiver will only be applicable once.

GENERAL NOTES

In the event of unforeseen circumstances, ACAE reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than 5 Business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within 6 months, we however welcome donations to the organization for our cause of rural literacy campaign.