



Live Virtual Online Course Registration Form

To secure your booking, please complete, sign and email a scanned copy of this form 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 Names:

Prof	Dr.	Mr.	Ms.	Full Name	Prof	Dr.	Mr.	Ms.	Full Name

Course Name:

1 – 4 Participants - \$800 per Participant
5 to 7 Participants – US \$ 600 per Participant
8 or more Participants – US \$ 500 per delegate
All fees include 3 to 5 -day Training material, Technology Tool

Kindly Indicate your Time Zone _____

Would you like us to organize your hotel booking? Yes	No <input type="checkbox"/>		
Payment Details			
Payment Method (*Please choose one) Cash <input type="checkbox"/>	Direct Deposit Bank Transfer (EFT) <input type="checkbox"/>		
Our Banking Details			
Bank:	STANDARD BANK	Account Name:	AFRICAN CENTRE FOR ADMINISTRATIVE EXCELLENCE
Account Number:	303049537	Branch Code:	001255
Branch Name:	Rivonia	Swift Code:	SBZAJJ
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.