

# Enrolment Form: Fundamentals of Project Administration

Applications must be accompanied by:

- A certified copy of your identity document

We look forward to your participation in our programme

Application for admission to the Fundamentals of Project Administration

- Strictly confidential
- Please complete in typed or print-hand

## A. Personal Information

Initials & surname											Title								
Names											Nickname								
ID no.											Date of birth	Y	Y	Y	Y	M	M	D	D
Home address											Code								
Cell no.											Nationality								
E-mail																			
Postal address											Code								
Work address											Code								
Fax No.											Tel No.								

## B. Post-school activities

University/College/Technikon	Period (Year)	
	From	To

## C. Employment record

Please record your most recent positions of employment, starting with your present position.

Name of company	Industry	Title or Position	Date	
			From	To

CoLAB Academy places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organization.

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## D. Payment options

(Please mark appropriate box)

Payment enclosed  Cheque  Transfer

Bank Details:

- Investec Private Bank
- Account No: 10011281970
- Branch No: 580105

Please e mail or fax your application form

- [learningacademy@colabpi.co.za](mailto:learningacademy@colabpi.co.za)
- 086 600 4576

Signature of candidate \_\_\_\_\_ Date \_\_\_\_\_

# Commercial Terms and Conditions for Training Services

## 1. TRAINING SERVICES AND LOCATION:

- 1.1. CoLAB shall provide the Training Services on the dates for the Training Services and in accordance with these terms and conditions.
- 1.2. Unless otherwise agreed and pre-arranged, all Training Services will take place at CoLAB's premises.
- 1.3. All students must bring a copy of their ID to the course, if writing an exam. Please note that no certificates will be issued without proof of ID.
- 1.4. Ensure that you have received Logistical Information from the Training Co-ordinator, 2 weeks prior to the commencement of training.
- 1.5. CoLAB reserves the right to cancel/postpone a course should the minimum number of delegates not enrol not be met or for other reasons beyond our control.

## 2. CANCELLATIONS, POSTPONEMENTS OR REPLACEMENTS:

- 2.1. In the event that a delegate identified in a Registration Form wishes to cancel or postpone a course, this must be done in writing or email and the following fees shall be due:
- 2.2. A replacement delegate may be provided, subject to the conditions of the specific course (enquire with the Training Co-ordinator).
- 2.3. We regret that no refund will be given to delegates who do not attend a course.

Days' notice prior to training	Cancellation % of charges to pay	Postponement % of charges to pay
21 working days plus	no charge	no charge
20 - 16 working days	25%	5%
15 - 11 working days	50%	10%
10 - 6 working days	75%	15%
5 working days or less	100%	20%

## 3. CHARGES AND PAYMENT:

- 3.1. Please note that registration for the course is provisional and will only be confirmed upon payment of the course fees.
- 3.2. The full fee is payable before the course commences and no delegate will be admitted into a course without proof of payment, unless otherwise agreed upon with CoLAB in writing.
- 3.3. Upon receipt of a signed Proposal or signed Registration Forms, the Client is liable for the course fees; CoLAB will then provide an invoice via e-mail to the indicated Accounts person who is responsible for payment, within the Client's organization.
- 3.4. The Charges for Training Services shall be due upon booking, unless otherwise agreed upon with CoLAB in writing.
- 3.5. Full payment is required before any pre-course materials are delivered (if applicable). Ensure you receive confirmation of receipt once proof of payment has been emailed or faxed to the Training Co-ordinator.
- 3.6. The Client shall pay the Charges without deduction or set-off.
- 3.7. Amounts due under this Agreement are exclusive of VAT which shall be payable by the Client.
- 3.8. The cost of the Fundamentals of Project Administration course is R 5 400.00 exclusive
- 3.9. In the event the Client fails to make payment in accordance with this Agreement, CoLAB may:
  - 3.9.1. charge interest at the prevailing prime overdraft rate + 2%, as quoted by Investec Private Bank. All and any costs as between attorney and client, including collection commissions incurred by CoLAB Project Implementation, in the recovery of outstanding debt, will be for the client's account;
  - 3.9.2. by notice in writing suspend supply of the Training Services.