

Please complete and return this registration form to:
getITright Bookings: info@get-it-right.com
For assistance, please contact us on +27 10 020 3103

Course Detail

Name of Course: _____

City: _____

Date of Course: _____

Company Detail

Your Company Name: _____

Company VAT No: _____

Postal Address: _____

Postal Code: _____

Purchase Order

Purchase order number: _____

Date issued: _____

Signature: _____

The signatory must be authorised to sign on behalf of the company / organisation and agrees to be personally liable to getITright for payments falling due, pursuant thereto should any warranty be breached.

By signing this document, I acknowledge that I have read the Payment Methods, Policies and Terms & Conditions on the next page, I understand the content thereof and agree thereto.

Tax Invoice Detail

Send tax invoice to: Mr / Ms _____

Job Title: _____

Email Address: _____

Contact Number: () _____

Registration Form

Delegate Information

Please complete and return this registration form to:
getITright Bookings: info@get-it-right.com
For assistance, please contact us on +27 10 020 3103

Delegate 1

Name and Surname: _____
Contact Number: () _____
Cellular Number: _____
Email Address: _____
Job Title _____

Delegate 2

Name and Surname: _____
Contact Number: () _____
Cellular Number: _____
Email Address: _____
Job Title _____

Delegate 3

Name and Surname: _____
Contact Number: () _____
Cellular Number: _____
Email Address: _____
Job Title _____

Delegate 4

Name and Surname: _____
Contact Number: () _____
Cellular Number: _____
Email Address: _____
Job Title _____

General Terms and Conditions Applicable to All Courses:

1. Registration

1.1 getITright reserves the right to accept nominated attendees subject to the condition that space is or becomes available for them on the course

1.2 getITright reserves the right to alter the date and/or venue and / or duration and / or content of a course

1.3 Upon receipt of your registration form, a letter of confirmation together with a Tax invoice, map and event logistics details will be sent to you. If you have not yet received this information before the commencement of the event, please contact us at 011 994 6120 to ensure that we have registered your booking

2. Price and Payment

2.1 Course fees are payable in full upon receipt of invoice before the commencement of the course, unless otherwise stated as per a corporate agreement. We reserve the right to refuse admission to the training course where evidence of full payment cannot be provided

2.2 Interest is charged on overdue payments at a rate of 2% per month above getITright banker's prime overdraft rate

2.3 Only one discount offer may be used at any one time

2.4 Payment shall be made only in cash, by bank guaranteed cheque or by electronic transfer

2.5 The price of the course shall be as published and is exclusive of any Value Added Tax

2.6 Delegates from outside the Republic of South Africa are liable to pay Value Added Tax

2.7 Standard training courses include meals and refreshments as well as the applicable written course materials and handouts

3. Cancellations

3.1 The Customer shall have the right to cancel this Agreement by written notice given to getITright on the following conditions:

3.1.1 No cancellation fee shall be charged where notice of cancellation is received by getITright at least 10 working days prior to the date of the course

3.1.2 If cancellation is given and payment has already been made, getITright will issue a 100% credit for the value paid to be redeemed against any future getITright course within one year from date of cancellation

3.1.3 50% of the price of the course shall be paid where notice of the cancellation is received by

getITright at least 5 working days prior to the date of the course

3.1.4 For any cancellations received thereafter, the full fee is payable and no credit notes or refunds will be given

3.1.5 No refunds or credit notes will be issued to learners who do not cancel or fail to attend the course

4. Substitutions and Transfers

4.1 Delegate substitutions are welcome at any time and do not incur any additional charges. Please notify getITright in writing of any such changes at least 5 working days before the Course

4.2 If a delegate wishes to transfer to another course, getITright must be notified in writing of any such changes at least 5 working days before the start of the course and subject to proof of full payment of the registration fee. Transfers occurring thereafter will be charged a late transfer fee of 15%. No cancellations will be accepted for transfer registrations

4.3 Please note that Trainer(s) is/are confirmed at the time of signing this application. However, circumstances beyond the control of getITright may necessitate the substitution of a trainer. In the case of a substitution, getITright will replace the original trainer with one of equal or higher calibre

4.4 getITright reserves the right to postpone, cancel or change the date, location and/or time of any course for any reason due to unforeseen circumstances and where possible, will undertake to reschedule the course and shall inform the customer of such change/postponement and offer the customer suitable alternative dates

4.5 In the event that getITright postpones an event, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive a 100% credit representing payments made towards a future course. This credit will be available for up to one year from the date of issuance. No refunds will be available for postponements or cancellations and we hereby disclaim any further liability

5. Appeals and Complaints

Appeals provided for relates to the results obtained from exams – any such appeals will be forwarded to the respective EI for consideration.

6.1 Customers can lodge a complaint via e-mail to johann.botha@get-it-right.com.

6.2 The Director will make contact with the customer and attempt to remedy the issue at hand.

6.3 If no resolution can be found customers can lodge a complaint with the relevant EI for

consideration (only complaints relating to training content, delivery or exams falls within the privy of EIs)

6.4 All complaints which fall within the scope of the relevant EI must be reported to the EI in due course – records should be kept for audit purposes

6.5 If a complaint relates to the scope of an EI, getTright will also give the customer the direct contact details of the EI in question

6.6 getTright has no authority over appeals to an EI related to exam results, and the ruling of the EI is final

6. Indemnity

6.1 getTright is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. getTright shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this event impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency