



Phone 021 850 8548 or 0845136464

Email info@socialjustice.co.za

CPD TRAINING REGISTRATION

Instructions:

- Please complete this form in BLOCK LETTERS.
- Please submit the following documents with your completed application form:
 - * Copy of your ID document;
 - * Copies of highest qualifications.

Forms and documents can be scanned and e-mailed to info@socialjustice.co.za

COURSE DETAIL

Name of training program applied for

Date of training program

Place / venue of presentation

APPLICANT BIOGRAPHICAL INFORMATION

Surname

Initials

Title

Preferred name

Organisation name

Position held

Maiden name and/or previous surname (if applicable)

Identity (RSA) or passport number (non-RSA citizens)

Date of birth

Gender (mark with an X)

Male

Female

Email Address

Do you have a disability

Yes

No

Nature of your disability



Contact numbers

Work

Cell

Home

Invoice address

(Please include the postal code)

I hereby confirm the truthfulness and correctness of all particulars and information supplied by me on this form. I hereby accept all the terms and conditions.

Signature

Date

TERMS AND CONDITIONS

General

1. The course fee includes all course material, manuals, handouts, as well as tea and coffee. Some of the course training fees do include a light lunch and will be specified in respect of the course.
2. On completion a certificate of successful completion, or a letter of attendance, will be issued as applicable.
3. Please note that registration for a course is not guaranteed, but is subject to availability of seats.
4. As the majority of short learning programmes are offered at NQF level 4 and higher, specific entry requirements apply. Applicants are responsible to establish what the specific entry requirements are and to ensure conformity.
5. Postponement or cancellation of attendance must be done in writing at least 7 (seven) working days prior to commencement of a course.
6. Substitutions to attend a course may be made in writing any time prior to such a course. Substitute attendees shall conform to the minimum entry requirements that may apply to any course.
7. Social Justice reserves the right to cancel and/or change the dates of any course up to 4 (four) working days before the commencement of the course. In case of cancellation, fees will be refunded or arrangements can be made to reschedule the course.
8. Each student is responsible for his/her own accommodation arrangements.
9. Administrative arrangements will be email 5-7 days before the commencement of the course.
10. Additional charges for special dietary requirement will be confirmed with delegates. The additional charges will depend on the training facility.

Finances

1. Payment of 50% of the course fee must be made as soon as you have received your invoice.
2. The balance must be paid Days prior to commencement of a course to ensure that the reservation is confirmed.
3. Special payment arrangements should be made, should it be impossible to make payment 7 Days prior to commencement of the course.
4. If payment has not been received 7 Days prior to commencement of a course, non-paying students may be refused access to the course at the discretion of the Social Justice.
5. If cancellation or a request for postponement is received less than 10 (ten) working days prior to commencement of a course, a penalty fee of 20% will be applicable. If cancellation or a request for postponement is received less than 5 (five) working days prior to commencement of a course, a penalty fee of 40% will be applicable.
6. If cancellation is done after course materials have been furnished, the cost thereof will be deducted from the refund, if applicable.
7. Failure to notify (written cancellation or postponement) shall attract penalties equal to the full course fee.
8. Payment details will be provided upon approval of your application.
9. Any cash deposits into the Social Justice Network's bank account shall attract additional bank charges. The FNB cash handling fee will be added to your account to cover the additional bank charges levied by FNB.
10. Overdue payments shall attract a penalty of 20% on the monthly fee, which amount shall be added to your account.
11. In the event that 'Social Justice' is required to institute legal or arbitration proceedings to recover any outstanding fees due in terms of this agreement, the party(ies) in default shall be liable for 'Social Justice Networks' legal costs on the scale as between attorney and own client.