

## Learner Enrolment Document

Please read the following carefully before completing the form below:

### Payment and registration policy:

- Enrolments for all courses close two days prior to the training start date, subject to availability.
- HVAC Training Academy will confirm your booking upon receipt of a completed learner enrolment form, as well as a 50% deposit of the course value. Proof of payment and the enrolment form must be emailed to: [info@hvactraining.co.za](mailto:info@hvactraining.co.za) to secure your registration.
- The remainder 50% must be paid 1 week prior to the start date of the workshop. Certification will not be issued to the student/employer if the remainder of the payment is not received.

### Cancellation and refund policy:

- To be eligible for a refund of your deposit, we require seven calendar days' notice before the course commences. **Please Note:** R250 registration and admin fee will be deducted from your refund.
- Should no notice of cancellation be received, you will be charged the balance of the course (we will notify the employer after the attendance register has been completed).

## Learning Program Details

Please tick the relevant box:  Western Cape  Gauteng  Kwa-Zulu Natal

Name of Course: \_\_\_\_\_

Course Date: \_\_\_\_\_

## Learner Information

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Cell No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Code: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Field: \_\_\_\_\_

Highest Qualification: \_\_\_\_\_

## Invoice Information

Company Name: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

For Attention: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Authorisation Information

Authorized By: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Payment Details

Fee: R\_\_\_\_\_ Vat: R\_\_\_\_\_ Total Payment Due: R\_\_\_\_\_

Direct Deposit:  
Nedbank Current  
Account

Branch:  
Business Southern  
Peninsula

Account Number:  
1133 984 649

Branch Code:  
12 32 09

Payment Due:  
Final payment due 1 week  
prior to workshop start date

Conditions: 50% deposit of course value to be paid to register on course. Full payment is due 1 week prior to the start date of the workshop. Please email proof of payment to [info@hvactraining.co.za](mailto:info@hvactraining.co.za)

I confirm that the information I have provided is correct and accept responsibility for payment of this account.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Where did you hear about us?

### Would you like to be informed of other upcoming courses?

Please tick: Yes  No

Please contact us for more information about our courses, training dates and costs.