

# BOOKING FORM

Precision Communications (Pty) Ltd [PRECOM]  
in cooperation with Africa Polygraph Institute (Pty) Ltd  
Reg. No. 2015/116044/07  
Phone: 076 571 6844  
Email: [annemari@precom.co.za](mailto:annemari@precom.co.za)  
PLEASE QUOTE REFERENCE B15#

BLOCK LETTERS PLEASE  
Photocopies of this booking form are acceptable

## Courses

### EVENT DETAILS

Event title .....  
Event date .....  
Event fee .....

### PARTICIPANT'S DETAILS

Mr/Mrs/Miss/Ms/Dr .....  
Surname .....  
First Name .....  
Job title .....  
Mobile .....  
*Please provide your mobile number so we can send you an SMS message reminder you of the venue and start times. We will not use it for marketing purposes.*  
Email .....  
*Please provide your email address to enable us to send you details about your course electronically, if possible.*

### SPECIAL REQUIREMENTS

Please tell us about any special requirements that you may have and we will contact you as soon as possible to discuss if necessary.  
.....  
.....  
.....

### PAYMENT DETAILS

If your training is being fully or part funded by any third party, you sent to our providing such party with confirmation of your attendance, if requested.

#### Choose one of three ways to pay

- 1 Please invoice my organisation  
Organisation name .....  
For the attention of .....  
For the amount of: R.....  
Purchase order number (if applicable) .....  
*Please consult your finance dept if a purchase order number is required. It must be included and attached to this booking form.*  
Invoice address  
.....  
.....  
.....  
Contact number of organisation: .....
- 2 Please invoice myself  
For the amount of: R.....  
For the attention of .....  
Invoice address  
.....  
.....  
.....
- 3 To pay by credit card, please include your contact number below and we will call you to take your payment.  
Tel: .....

I AGREE TO THE APPLICABLE BOOKING TERMS AND CONDITIONS SET OUT ON PAGE 2. THESE TERMS AND CONDITIONS OVERRIDE ALL OTHERS. SEE OVERLEAF FOR MORE DETAILS.

Signature ..... Date .....

Name and Surname ..... Job Title .....

Email application to: [annemari@precom.co.za](mailto:annemari@precom.co.za)

# BOOKING TERMS AND CONDITIONS

## Precision Communications (Pty) Ltd

### Courses / Workshops

#### 1. PAYMENT TERMS

Payment must be received before the start of the course or within 30 days of invoice date, whichever is the sooner. International bookings will not be confirmed until payment has been received. We accept payment by direct credit, EFT or selected credit/debit cards.

#### 2. BOOKING BY TELEPHONE AND ONLINE

2.1 Where booking (including paying) by telephone and online, we will confirm our acceptance of your order by sending an email to your nominated address, which shall include the details of your booking and the price paid by you (the "Confirmation").

2.2 You may cancel your booking without charge at any time within fourteen (14) working days of the date of your receipt of our Confirmation by emailing [annemari@precom.co.za](mailto:annemari@precom.co.za), or by calling 076 571 6844.

2.3 Once we have been notified of your wish to cancel in accordance with clause 2.2 the sum debited by us from your debit or credit card for the order in question will be re-credited to your account within 30 days of your order being cancelled provided that, where any materials have been received by you in accordance with the relevant order, you have returned them and they have been received by us in the same condition as when they were provided to you.

2.4 For the avoidance of doubt, where you make any booking and receive Confirmation fewer than seven (7) days before the date on which the booking is scheduled to be performed, you shall be entitled to cancel at any time before the booking has been performed, but shall not be entitled to cancel after performance of the booking, regardless of your attendance and/or the number of days since your receipt of Confirmation.

#### 3. CANCELLATIONS, TRANSFERS AND NON-ATTENDANCE

All cancellations and requests to transfer must be made in writing to the events registrar either by email ([annemari@precom.co.za](mailto:annemari@precom.co.za)), and will be acknowledged in writing.

##### 3.1 TRANSFERS

###### 3.1.1 Venue based Courses / Workshops

- There is no charge for transferring to an alternative course date, provided the request is received 31 or more days before the start of the course. One free transfer can be made after which there will be a R1000.00 administration charge for each further request.
- Requests to transfer received 15-30 days before the start of the course will be subject to a transfer fee of 20 per cent of the course fees.
- Requests to transfer received 0-14 days before the start of the course will be subject to a transfer fee of 30 per cent of the course fees.

###### 3.1.2 In-house Courses / Workshops

- There is no charge for transferring to an alternative course date, provided the request is received 43 or more days before the start of the course. One free transfer can be made after which there will be a R1000.00 administration charge for each further request.
- Requests to transfer to an alternative course date received 29-42 days before the start of the course will be charged a transfer fee of 20 per cent of the course fees.
- Where the request to transfer is received 0-28 days before the start of the course, a transfer fee of 30 per cent is payable.

##### 3.2 CANCELLATIONS

###### 3.2.1 Venue based Courses / Workshops

- There is no charge for cancellations received 61 or more days before the start of the course.
- Cancellations received 29-60 days before the start of the course are subject to a cancellation fee of 25 per cent of the course fees.

- Cancellations received 15-28 days before the start of the course are subject to a cancellation fee of 50 per cent of the course fees.
- Cancellations received 0-14 days before the start of the course are subject to a cancellation fee of 100 per cent of the course fees.
- If the participant fails to attend the course, the full course fees are payable.
- If the participant has previously transferred from an alternative course date and then subsequently cancels from the new course date then the cancellation fee charged will revert to the balance of those applicable at the time of the original transfer.

###### 3.2.2 In-house Courses / Workshops

- There is no charge for cancellations received 61 or more days before the start of the course.
- Cancellations received 29-60 days before the start of the course are subject to a cancellation fee of 25 per cent of the course fees.
- Cancellations received 15-28 days before the start of the course are subject to a cancellation fee of 50 per cent of the course fees.
- Cancellations received 0-14 days before the start of the course are subject to a cancellation fee of 100 per cent of the course fees.
- If the participant fails to attend the course, the full course fees are payable.
- If the participant has previously transferred from an alternative course date and then subsequently cancels from the new course date then the cancellation fee charged will revert to the balance of those applicable at the time of the original transfer.

### Visa Refusal refund policy

Please allow sufficient time before the start of your course for your visa application procedure. If you are refused a visa we will provide a full refund of fees. In order to make the refund we will require a copy of your application and your notification of rejection for your visa. Where we are informed of a visa application refusal less than 29 days before the start of the programme, you will incur a R600 administration fee.

### Conferences

#### 1. PAYMENT TERMS

Payment must be received before the start of the conference or within 30 days of invoice date, whichever is the sooner. Bookings for international delegates must be accompanied by payment. We will not be able to guarantee you a place unless payment has been made.

#### 2. CANCELLATIONS

Cancellations must be received in writing and will be acknowledged in writing.

Cancellations received 40 – 20 days before the start of the event will incur an administration charge of 25%

Cancellations received 19 – 0 days before the start of the event will incur a 100% cancellation charge.

#### 3. ALTERATIONS

Alterations to seminar choices are subject to availability must be received in writing and may incur a charge.

### Disclaimer

We reserve the right to cancel a course/certificate programme or conference at any time and offer an alternative date, a credit or a refund without any liability for consequential or indirect loss.

Programmes are correct at the time of going to print. However, alterations may occasionally be necessary due to circumstances beyond our control. Views expressed by course and personal tutors and speakers are their own. PRECOM, API and SATVC does not accept any liability for advice given or views expressed by them or in any notes or documentation provided to course delegates, certificate students or conference delegates.

Provided by Precision Communications (Pty) Ltd, Garsfontein, Pretoria, South Africa in affiliation with the Africa Polygraph Institute (Pty) Ltd and The South African Truth Verification Council (SATVC).