

# Student Application Form

## Training Programme Details

Programme:

Class Location:

Intake Dates:

## Student Details

First Names:

Surname:

ID or Passport #:

Tel #:

Mobile #:

Fax #:

E-mail:

Company:

Position Held:

Physical Address:

Postal Code:

Postal Address:

Postal Code:

Dietary Requirements:  
(special diets [kosher, halaal] will be at an additional charge)

Disability/Special Needs/  
Medical Condition:

Emergency Contact:  
(Name & Number)

Access Required:  e.g. wheelchair

## Invoice Details

Name of Company:

Address for invoice:

Postal Code:

Tel #:

Fax #:

VAT #:

## Student Qualifications

Highest Qualification achieved:

Number of PM years experience:  years

**Please attach your most recent CV and copies of your ID and certificates to your application**

By signing this form, I acknowledge and comply with the terms and conditions below and give permission for my name to be used as a reference if required by PM Academy.

Name:

Signature:

E&OE Date:

## Terms and Conditions

### Enrolments:

- The course application form must be received by the company 4 weeks prior to the start of the course.
- All course fees are payable and due upon presentation of an invoice and at least 3 weeks prior to the start of the course. Bank details are provided on the invoice. PM Academy reserves the right to charge interest, at prime +3%, on late payments.
- Course materials will be dispatched / made available only upon receipt of full payment. South African distribution fees are included; all other areas will be subject to additional courier charges.
- All students must submit a copy of their ID prior to class attendance.

### Transfers:

- A student may transfer to another course date at no additional charge, if notification is given in writing at least 4 weeks before the start of the programme. If not, a R1000 (ex VAT) administration fee will be charged.

### Substitutions:

- Student substitution of one person will be permissible at no additional charge. Such substitution must be in writing at least 5 working days prior to the start of the course.

### Cancellations:

- Client cancellation must be made in writing by e-mail to PM Academy. Such cancellation must be done a minimum of 15 working days before the start of the course. If not, the full course fee will be forfeited.

### General:

- PM Academy reserves the right to change course content and/or trainer without notice to the client.
- PM Academy reserves the right to alter, cancel or reschedule any course without liability. Students not able to attend a re-scheduled course will be refunded on invoice value.

less the value of any non-returned or opened "pre-course" materials.

- PM Academy reserves the right to adjust prices to accommodate exchange rate fluctuations and increases to international course fees, exams and materials.
- All exams / assessments must be taken within 6 months of course attendance, otherwise additional charges will apply.
- If a student fails to write an exam / assessment within 6 months of course attendance, he/she will be required to do a refresher course at additional charges.
- PM Academy operates in a Gun Free Zone at all its training venues. We ask that you respect our Gun Policy and do not bring your gun with to training.

### Dietary Requirements:

- Any special dietary requirements (such as kosher or halaal) will incur additional fees, which will be for the student's account.

### Liability:

- The company shall not be liable for any loss, damages, costs or expenses directly or indirectly incurred as a result of information supplied by, or misrepresentations, negligence, fraudulent acts or default on the part of the clients, its directors, employees, contractors or agents. The client indemnifies the company and holds it harmless against all and any claims made against it by any party whatsoever in respect of any such loss, damages, costs or expenses and against the actual costs incurred by the company in defending such claims.
- Personal belongings and items belonging to or in the possession of the client or student brought onto the training premises are the sole responsibility of the owner and the company accepts no responsibility for such items.

### Copyright:

- The copyright and all other intellectual rights in all course materials shall remain the sole and exclusive property of the company or, in the case of a course developed by a partner, the partner organisation. The client undertakes that it will not copy, or permit to be copied, such course materials nor disclose or permit disclosure, sell or hire the same to third parties, nor use the same to run the client's own courses.