

## **Important Training Information / Terms & Conditions:**

### **1. Bookings and Payments:**

- a. Seats are allocated on a first pay-first served basis and are secured on receipt of payment and booking forms only.
- b. Two payment options are available: Option 1 – Direct payment for full training course amount. Option 2 – Payment plan over 3 month interest free of which first instalment is due on day of booking.

### **2. Training Course Duration:**

- a. Training starts at 09h00 and finishes 16:30.
- b. Times may change to suit students and more time may be allocated or removed if need be.

### **3. Course Material:**

- a. All course material is included in the classroom course fee.
- b. No additional free manuals will be supplied if you lose/forget your manual when attending a course.
- c. Learners are required to bring their own consumable items such as a writing pad, pens etc. to classroom training.

### **4. Assessments:**

- a. The assessment fee has been included in the classroom training fees.
- b. Assessments are mandatory in order to obtain certification for attending a course.
- c. The pass mark for an assessment is 75%.
- d. Assessments are all web-based, which means the student requires a PC with internet access to write the assessment.

Unit 11 – 17 ME Rothman Street – Parow 7500 Tel: 084 649 0166 E-mail: [yolandi@belterconsultinggroup.co.za](mailto:yolandi@belterconsultinggroup.co.za) Web site: [www.belterconsultinggroup.co.za](http://www.belterconsultinggroup.co.za)

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Professional Tax Practitioner (SA) PR – 0094525

- e. Students have 6 months in which to write their assessments from the day they attend the training or when they receive their self-study training kits.
- f. Penalties will be charged for students who miss the 6 month deadline. No extensions will be granted after missing the penalties deadline. Students would need to re-attend the course.
- g. Student need to write their assessment at their own venue / home.
- h. However, should the student choose to write their assessment at the Belter Consulting Group training office, or come back at a later stage to write their assessment, the ATC reserves the right to charge them for administration and PC/Internet fees at their discretion.
- i. Certificates will be emailed to the student only once the student passes their assessment.

**5. Cancellations / Postponements:**

- a. Seats are allocated on a first-come-first pay basis.
- b. Attendee substitutions or postponements must be made in writing at least 2 working days prior to the course commencement date. You are only allowed one postponement.
- c. Strictly NO cancellations accepted once payment received and seat confirmed.

**6. Absent Delegates:**

- a. In the event that a delegate does not arrive for the course and no written confirmation was received and confirmed 10 days prior to the course commencement date, the full course fee will be payable.

**7. Drinks and Meals:**

Drinks and/or meals are standard. Learners that have special dietary requirements are required to bring their own delectable.

## Booking Form

Course Name			
Course Date			
Company Name		Company VAT No	
Title		Initials	
First Name		Surname	
ID Number			
Gender	Male	Female	
Nationality			
Food Preference	Vegetarian	None	Other:
Postal Address			
Mobile No		Work No	
E-Mail Address			

Option 1: Direct Deposit / EFT for R \_\_\_\_\_ (Please attach proof of payment)

Option 2: Payment plan – 3 month interest free:

Month 1 required on booking for R \_\_\_\_\_ (Please attach proof of payment)

Account Details: Belter Consulting Group (Pty) Ltd, Standard Bank, Branch: Thibault Square, Account Number: 070071160, Current Account

I hereby agree to the above terms and conditions.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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