



PRO ACCOUNTING & TRAINING

ACCOUNTING, TAX, TRAINING

TRAINING BOOKING FORM

Please complete and return with proof of payment to:

Email : info@proaccountingandtraining.co.za

Please take a few minutes to complete the following demographic and current skills level information.

These statistics ensure that the company's training meets the needs of all their attendees

Course Name Registering for:										
Method : E – learning , onsite or virtual							Date :			
Are you an Existing Pastel user	YES	NO	If YES: Please supply version you are using							
Company Name							Company VAT No			
Title					Initials					
First Name										
Surname										
ID Number										
Date of Birth	D	D	M	M	Y	Y	Y	Y	Y	Y
Gender	Male	Fem	Equity							
Nationality							Citizen Resident Status			
Socio Economic Status	Employed	Unemployed	Disability Status							
Home Language					Geographical Area (province)					
Work No				Mobile No				Fax No		
Postal Address										
Street Address										
E-Mail Address										
Preferred Communication Method	Fax	Email	Highest Education							

Direct Deposit for R_____

Account Details: Pro Accounting and Training cc
Bank: First National bank

Account No: 62449607714

Branch Code: 222926

Payment

Deposit / Transfers (Please attached proof of payment together with your booking form)

Note: We do not accept Cheques.

We also encourage EFT or Direct Deposit as proof of payment for yourself

Terms and conditions, needs to be signed, and returned with completed booking form

Important Training information / Terms & Conditions

BOOKINGS & PAYMENTS:

- Courses booked as per student's request, wrong course attended will result in course fee being forfeited / payable in full.
- Course booking form should be submitted with booking fee as requested by Pro Accounting and Training.
- Duration of each course will be found on course breakdown.
- Online Courses are to be completed within the stipulated date given on the portal no extension to courses will be given.
- Payment done in full – Complete course will be issued to learner

COURSE MATERIAL

- All course material is included in the course fee.
- No additional free manuals will be supplied if you lose your manual
- Online Courses will have PDF Downloadable manuals and videos in some instances

ASSESSMENTS

- The assessment fee has been included in the training fees and is valid for 1 assessment only.
- Assessments are mandatory in order to obtain certification for completing a course.
- No extensions will be granted to Online / Self-study students who miss the deadline given to complete a course Students would need to re-book the course ***
- Sage Pastel will charge for certificate reprints with spelling mistakes, incorrect ID numbers etc.
- Online Assessments may have 2 attempts for certain courses.

CANCELLATION / POSTPONEMENTS:

- No cancellations will be accepted. The full course fee will be charged
- All outstanding payments should be paid before commencing a course. Failure to make payment will result in a fine being paid of R1900 plus outstanding balance.
- Only 1 postponement allowed if course booked for virtual or onsite training atleast 1 full business week prior to training.

ASSISTANCE OFFERED TO STUDENTS

Should a student require assistance or further explanation on a course you studying with us, we have the following options of support:

- Telephonic Assistance,
- WhatsApp chat service
- Email Support.

Kindly take note of our times for the support services: Monday to Friday 9am – 4:30pm / Saturday: 8 am – 11:30am / Sundays and public holidays we are closed.

ONLINE E-LEARNING COURSES BOOKED

E –Learning may contain videos / pdf manuals as well as assessments done online via the Sage portal.

Once we receive your signed application form and payment, all course links will be sent out within 2 - 5 working days **
In some instances, manuals are couriered to you.

Learners are to open course links and check on expiry date of course, courses will need to be completed before expiry date.

I hereby agree to the above terms and conditions

Applicant's Signature: _____

Date: ____/____/____