



## You reap the benefits through our courses!

# How our course bookings work:



**Step 1:** Phone, email, walk-in or browse our website for information.



**Step 2:** Complete the enrolment form for each learner and send it back to us via email or fax.



**Step 3:** We issue you with a **QUOTE/ENROLMENT** for the course you like to do. Please supply all details and VAT number if your company is paying the account. On acceptance - **You will be scheduled to do the training.**  
**Please advise us if you do not accept the quote.**



**Step 4:** Please make your payment using the **quote reference** as on the quote. **AS SOON AS WE RECEIVED YOUR PAYMENT WE WILL SEND YOU AN OFFICIAL INVOICE REFLECTING THE SAME INFORMATION AS PER YOUR QUOTE.**

**To secure your booking you must make a minimum payment of 50% and pay the balance before the course starts. We need Full payment before the training program starts. You may schedule yourself on a date to allow you to make the payment in instalments. GOOD NEWS**  
**You may pay on a LAY-BY system that is convenient for you.**



**Step 5:** On the Monday before your course date, we'll email you **Directions**, course information and time confirmation. Normally it is from 8:00am – 16:00pm for the duration of the program. Take it with you on Monday morning.



**Step 6:** Attend the training program on your scheduled date at your booked venue. Should your plans change and you can no longer attend the training as scheduled **PLEASE** let us know in writing no later than **THURSDAY** evening by email that you can no longer attend and give us an alternative date to move you to or to cancel the quote. **PLEASE NOTE** your price quoted is valid for the date that you selected. To secure the price you need to pay the course in full before you do the training. **A late Cancellation fee of R1000 is due after Thursday.**



**Step 7:** *Enjoy your training - You reap the Benefits!*

