

Skills Development Booking Form

Mr Mrs Ms. Name: _____ Surname: _____

Designation/position/title: _____

Business Name: _____

Business Registration No

Business VAT No

Postal Address: _____ Physical Address: _____

Suburb: _____ Suburb: _____

City: _____ City: _____

Postal Code

Postal Code

Country: SA If not SA please specify Country: _____

Contact person: _____

Email Address: _____

Tel: Code Number

Where did you hear about Edge? _____

I/we consent to receiving marketing material by electronic methods of communication from Edge Business School. Y N

Approving Manager

Mr Mrs Ms. Name: _____ Surname: _____

Designation/position/title: _____

Course choice

I hereby wish to enrol for the following course at Edge:

Course	Course duration	Course dates Please (✓)	Course time	Course cost per person
Short courses – Soft skills				
Effective Presentation Skills	2 days	26-27 June	08h30 – 16h30	R2800.00 (excl. VAT)
Impactful Business writing skills	2 days	On request	08h30 – 16h30	R2800.00 (excl. VAT)
Enhanced teamwork	1 days	22 June	08h30 – 16h30	R1400.00 (excl. VAT)
Personal and professional mastery	3 days	11-13 July	08h30 – 16h30	R4200.00 (excl. VAT)
Increased productivity and effective time management	2 days	28-29 March	08h30 – 16h30	R2800.00 (excl. VAT)
Short courses – Project management/Business Analysis				
Fundamentals of project management	2 days	16-17 August	08h30 – 16h30	R2800.00 (excl. VAT)
Agile Projects Fundamentals	2 days	13-14 September	08h30 – 16h30	R2800.00 (excl. VAT)
Business Analysis Fundamentals	2 days	30-31 August	08h30 – 16h30	R2800.00 (excl. VAT)
Product/Service development	1 day	On request	08h30 – 16h30	R1400.00 (excl. VAT)
Short courses – Finance				
Finance for non-financial managers	2 days	15-19 October	08h30 – 16h30	R2800.00 (excl. VAT)
SARS and payroll	1 day	31 May	08h30 – 16h30	R1400.00 (excl. VAT)
Entrepreneurship	5 days	17-21 October	08h30 – 16h30	R12999.00 (excl. VAT)
Strategic Planning, Effective Budgeting, Rolling Forecast & Cost Control	3 days	27-29 June	08h30 – 16h30	R5999.00 (excl. VAT)
Short courses – Computers/IT				
Advanced Excel	3 days	On request	08h30 – 16h30	R4200.00 (excl. VAT)
Pastel Processing	2 days	On request	08h30 – 16h30	R3800.00 (excl. VAT)
Short courses – Human Resources				
Job Analysis and Descriptions, Job Evaluations and Grades	2 days	24-26 April	08h30 – 16h30	R5999.00 (excl. VAT)

T's & C's: Edge Professional Education reserves the right to amend course schedules without prior notification. Costs are not refundable. I fully understand the course for which I am enrolling at Edge Professional Education.

Debit/Credit Card Electronic Fund Transfer Cash

Terms and conditions

Payments:

1. Full non-refundable course fee is required before the course commences.
2. No discount options are available.

Fees:

1. Edge reserves the right to withhold access to the campus if any money outstanding has not been settled.
2. The following payment methods are accepted:
 - Credit Card
 - Direct Deposit
 - Cheque Card
 - EFT
3. Should a direct deposit or EFT be made, please provide proof of payment with your booking form.

Cancellation:

1. Cancellation by a delegate 10 working days prior to programme commencement will result in a cancellation fee of 50%
2. Cancellation by a delegate 7 days or less prior to programme commencement will be liable for 75% of the programme fee.
3. Those who do not arrive for the programme will be liable for the full fee.
4. Should you wish to cancel after the course has commenced you will be liable for the full amount of the course.
5. Edge reserves the right to reasonable postponement or cancellation of a course due to a lack of demand.
6. In the event of cancellation, or reasonable postponement time, all fees paid will be refunded to the person that made the payment.
7. Edge Business School reserves the right to cancel a course at short notice and will not accept liability for the costs incurred by the participants or their organisations for cancellation of travel arrangements and/or accommodation reservations.

Copyright:

1. No transfer of intellectual property is ever implied. All rights vest with Edge Business School, or with other copyright owners where applicable.
2. The presentation may not be recorded in any format without the express **written** permission from Edge Business School. Communication in this regard must be prior to the event. Additional costs may apply.

Legal Declaration of Indemnity:

I, the applicant, and I/we the sponsor of the applicant:

1. Acknowledge that Edge Business School does not accept responsibility for damage or loss in the respect of property of the applicant brought to the premises.
2. Do hereby indemnify Edge Business School in respect of any damage caused by the applicant to the Edge Business School property or to the property of the third parties, whether on or off the Edge Business School premises, as a result of the applicants actions either whilst on the premise or whilst engaged in any activity related to Edge Business School.
3. Undertake to pay unconditionally all fees payable to Edge Business School.

Terms of enrolment:

1. Non attendance will not result in a reduction of fees, nor will it absolve the participant or the other signatories from full liability for the payment of fees.
2. Amendments to the registration may only be made with written consent of Edge Business School.
3. Edge Business School reserves the right to change timetables, course commencement dates, postpone or cancel tuition in any insufficient demand or on any other reasonable ground.

SIGNATURE: DATE:

I hereby acknowledge that all information completed in this document is correct and that I have read and understand the terms and conditions

Please email proof of payment and your completed booking form to info@ebs.co.za or dominicm@ebs.co.za.

Electronic Funds Transfers can be made to: Account name: **Edge Professional Education** | Bank Name: Investec Bank Limited | Branch Name: 100 Grayston Drive | Branch Code: 580105 | Account No: 50011670991 | Account Type: Business Account | Reference: Full name and company.