

# REGISTRATION FORM

## SCT 10, 12, 13, 15, 20, 21, 30, 36 special & 37 special

The Concrete Institute (School of Concrete Technology)

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Website: www.theconcreteinstitute.org.za • PO Box 168, Halfway House, 1685, Midrand, South Africa

To register for a course, please complete this form and e-mail to the Course Organiser. You may also download the registration form from our website at <http://www.theconcreteinstitute.org.za>

I wish to attend the following course: Please tick the appropriate box

|        |        |                   |                   |                      |             |
|--------|--------|-------------------|-------------------|----------------------|-------------|
| SCT 10 | SCT 12 | SCT 13            | SCT 14<br>SPECIAL | SCT 15               | SCT 20      |
| SCT 21 | SCT 30 | SCT 36<br>SPECIAL | SCT 37<br>SPECIAL | Re-print certificate | Rewrite SCT |

Start date of course.....Venue.....

### Where did you hear about us:

Facebook  LinkedIn  Twitter  Internet  Word of Mouth

**It is imperative that all fields are completed. Without completion, we cannot process registrations.**

### Delegate's Details

Title & initials    Surname

First Name  ID number     
(as per ID book) (Registration will only be accepted with a copy of Delegates ID or Passport)

Sex: M  F  Tel no H

Date of Birth

Tel no W

E-mail..... Cell no

Educational Qualifications:  Grade 8  Grade 9  Grade 10  Grade 11  Grade 12  Other

Tertiary Qualifications.....

Trade/occupation .....

### Contact details of person responsible for sending you on course

Name  Position in Company

Tel no W

Cell    E-mail .....

Signature of person responsible for sending you on course: ..

*Please complete overleaf*



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**Invoicing Details**

**Invoice required**    **Yes**     **No**

Name of Person responsible for payment

Position in Company     E-mail.....

Tel no W

Company Name .....

Company Postal Address .....

Company VAT No.

**METHOD OF PAYMENT** Payment, or proof thereof must be received prior to the training

**NOTE** No certificates will be generated up until full proof of payment is receipted by the course organiser. For payments receipted after the course is completed, the onus is upon the company or individual's to collect.

|      |  |              |  |     |  |
|------|--|--------------|--|-----|--|
| Cash |  | Bank Deposit |  | EFT |  |
|------|--|--------------|--|-----|--|

**IMPORTANT INFORMATION**

**All fees are payable in advance**

- Registration is only confirmed on receipt of full payment.
- Customers will be invoiced on request.
- All invoices must be paid within 30 days of receipt.
- Zoom sessions will be presented.
- Time will be communicated upon registration.
- The School reserves the right to postpone, cancel or change the venue of courses should the need arise. Full fees will be refunded on request.

**Cancellations**

- Cancellations of a confirmed booking five or more business days prior to the course, we will levy cancellation charges of 50% of the course price, subject to any applicable law.
- Cancellations less than five business days prior to the course and non-attendance will result in a charge of 100% of the course price, subject to any applicable law.

**Payment**

- Electronic transfer or direct deposit into our bank account, must be validated by an emailed copy of the transaction slip clearly identifying the delegate(s), course and your company name to e-nsure that your payment is correctly allocated. Please include the reference number reflected on your quotation.

**Banking details:** Standard Bank  
Branch: Midrand

Branch code: 00 11 55    Account No: 202 493 784  
Swift code: SBZAJJ

I have read and understood the above:    SIGNATURE .....

NAME IN BLOCK LETTERS .....