

TEL:
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REGISTRATION FORM

Today's date:		IATA Number: (BSP Course Registrations)	
Course Name:		Course Date/s:	
STUDENT DETAILS			
First name:		Last name:	
		<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	
ID number:		Mobile number:	
High-school diploma (N/A for BSP) YES NO		Birth date: / /	
		Alternative number:	
Postal / Home address:		Home phone: ()	Nationality:
City:	Postal Code	Student email:	
Occupation:		Ethnic Group:	
VAT Number(if applicable):			
COMPANY DETAILS			
Company Name:	Company Address: (To appear on invoice)		Work phone: ()
<u>INFORMATION REQUIRED</u>			
PLEASE FORWARD THE FOLLOWING DOCUMENTS TO INFO@AVITIR.CO.ZA			
→ REGISTRATION FORM (PRINT CLEARLY) → STUDENT ID COPY → PROOF OF PAYMENT → HIGH SCHOOL DIPLOMA (FOUNDATION COURSE)			
<u>BANKING DETAILS:</u>			
AVITIR SERVICES, ABSA Bank, Cheque Account Account No: 40-8175-9979 Branch Code: 632 005 Swift Address: ABSA ZA JJ (International payments)			
Please complete one registration form <u>per student.</u>			

PLEASE NOTE: ONCE THE REGISTRATION FORM, DOCUMENTS AND PAYMENT HAVE BEEN RECEIVED, CONFIRMATION OF YOUR COURSE WILL BE SENT TO YOU.

PLEASE NOTE: PAYMENT IS DUE IMMEDIATELY UPON RECEIPT OF THE INVOICE.
PLEASE SEND PROOF OF PAYMENT TO FINANCE@AVITIR.CO.ZA



TERMS AND CONDITIONS

1. When booking for a scheduled course, a registration form is to be completed and submitted, along with a copy of your photo ID document and emailed to **info@avitir.co.za**.
2. No course will be confirmed until either a deposit or full payment (as required per course) and all other documents are received i.e. Registration form, copy of your ID etc.
3. All bookings are subject to availability at time of receipt of payment.
4. The amount for the course is due upon receipt of the invoice.
5. The balance of the payment must be paid before the course examination.
6. Cancellations within 14 working days prior to course commencement will result in forfeiting the deposit as a cancellation fee (50% of course fee or 50 % of the deposit as quoted), however given more than 14 working days notice you will be eligible for a refund, less an administration fee of ZAR200.
7. Bookings made within 14 working days require full payment upon registering.
8. Postponements will be allowed provided that the request is made at least 14working days prior to the original date and will be subject to availability for the new date.
9. AVITIR reserves the right to change the course dates. AVITIR will notify students accordingly, with sufficient notification prior to the dates being changed.
10. No-shows will be subject to 100% cancellation fee.
11. Foundation course students may choose to have the course material in printed or e-book format. The learner is to inform AVITIR in which format they would like the course material upon registering.
12. BSP course material will be provided upon arrival and commencement of class.
13. All courses done with AVITIR are IATA accredited and shall receive a certificate from IATA upon completion of the course.
14. The right to attend lectures and write exams is non-transferable. Accordingly the learner shall attend all lectures for classroom courses and shall be the only one entitled to write the exam.
15. AVITIR has the right to appoint external facilitators for any courses if required.
16. Neither AVITIR nor any official employee of AVITIR shall be liable for any damages or injuries arising out of:
 - 16.1. The death, bodily harm, loss of health or illness of any customer caused and;
 - 16.2. The destruction of or damage to or theft of any property owned by or in the custody of any customer howsoever caused.

I AGREE TO THE TERMS AND CONDITIOINS AS SHOWN ABOVE:

NAME OF THE PERSON / COMPANY RESPONSIBLE FOR PAYMENT: _____

CONTACT NUMBER AND EMAIL ADDRESS OF PERSON RESPONSIBLE FOR PAYMENT (IF DIFFERENT TO APPLICANT):

CONTACT: _____ EMAIL: _____

NAME OF STUDENT: _____

SIGNATURE: _____ DATE: _____