

- NAME \_\_\_\_\_

SURNAME	<input type="text"/>	ID/PASSPORT NO.	<input type="text"/>
TELEPHONE	<input type="text"/>	ALTERNATE NUMBER	<input type="text"/>
COUNTRY	<input type="text"/>	REGION	<input type="text"/>
PRIMARY EMAIL ADDRESS	<input type="text"/>		
ALTERNATE EMAIL ADDRESS	<input type="text"/>		
CHECK POINT BOOKING? IF YES, ENTER YOUR CHECK POINT USER CENTER EMAIL ADDRESS	<input type="text"/>		
NETWORK PROVIDER (WITH CELL PHONE NUMBER)			
I CONFIRM THAT I WILL NOT BE TAKING UP THE FREE DATA BUNDLE TO JOIN THE VILT SESSION (CONTRACT SIM'S ONLY).		YES	NO
I CONFIRM THAT I WILL BE TAKING UP THE FREE DATA BUNDLE TO JOIN THE VILT SESSION		YES	NO

## COMPANY DETAILS

COMPANY NAME	<input type="text"/>		
SWITCHBOARD NO.	<input type="text"/>	COMPANY VAT NUMBER	<input type="text"/>
COMPANY POSTAL ADDRESS	<input type="text"/>		
CODE	<input type="text"/>		

### CONTACT 1 (APPROVED BY)

NAME	<input type="text"/>	SURNAME	<input type="text"/>
TELEPHONE	<input type="text"/>	MOBILE NO.	<input type="text"/>
POSITION	<input type="text"/>	EMAIL ADDRESS	<input type="text"/>

### CONTACT 2 (INVOICE FOR ATTENTION OF)

NAME	<input type="text"/>	SURNAME	<input type="text"/>
TELEPHONE	<input type="text"/>	MOBILE NO.	<input type="text"/>
POSITION	<input type="text"/>	EMAIL ADDRESS	<input type="text"/>

## TERMS & CONDITIONS

- Please review VILT Terms and Conditions ([SECTION 4A](#)) on the last page of this enrolment.
- Kindly familiarise yourself with payment, postponement and cancellation policies and procedures.

COMPANY DESIGNATED SIGNATORY

SIGNING IN MY PRIVATE CAPACITY

ADD NAME AND SURNAME

DATE

AUTHORISING SIGNATURE

**Here are the steps that needs to be followed to replace the current process there.**

- Please click on the signature field to add your digital signature.
- If you do not have an existing digital signature follow the instructions to create yours.
- [Click here](#) for additional Adobe digital signature setup guidelines

By clicking on SEND FORM, your completed enrolment form will be attached to new mail in your email programme, addressed to the ACCOUNT MANAGER specified in SECTION 1. Your Account Manager will be in touch with you soonest to confirm your booking status.

Once you have completed the your enrolment and saved the form with your signature to your desired folder, please click on Send Form. This should electronically attach your signed enrolment form to an email that is addressed to your Account Manager.

SEND FORM

In the event that you use a webmail programme or choose to save the form before sending manually, kindly address the email to your Account Manager listed below.

YOUR NETCAMPUS ACCOUNT MANAGER

Nicolette van der Laan

EMAIL ADDRESS

nicolette.vanderlaan@netcampus.com



# STANDARD TERMS & CONDITIONS

## 1. PAYMENT

- 1.1 Payment shall be made prior to the student attending the first training session of the VILT course. If the student fails to do so, he/ she will not be allowed to attend.
- 1.2 If payment is made by way of a company, or if training is authorised by a company representative warranted to represent the company, Netcampus must receive a PO from the company prior to the student attending the first day of the VILT session.

The student attending the course will be held jointly and severally liable for the total fee of the course/s and any exams and failure to attend the VILT training in its entirety or any exams will not in any way affect the total payment in that the student/ company will be held liable for the total fee for all course/s and exams.

## 2. CANCELLATION & RESCHEDULING

- 2.1 Netcampus reserves the right to alter, cancel or reschedule any VILT course or trainer without liability and at its discretion; if it does, Netcampus will use reasonable efforts to notify the student at least 5 days in advance. The student will not be liable for the Netcampus cancellation or rescheduling.
- 2.2 The cancellation period for public scheduled VILT training is 5 working days. In the event of the student/company cancelling or postponing the attendance within 6 or more days of course commencement, there will be no charge to the student/company. A 100 % cancellation fee will be levied for cancellations received in less than 5 days.
- 2.3 In the event of the student/company cancelling or postponing the VILT session on the day of course commencement, or not joining the VILT session, a 100 % cancellation fee will be levied.
- 2.4 Comprehensive terms and conditions relating to every specific Product portfolios is listed on the Netcampus Website: [www.netcampus.com](http://www.netcampus.com) and must be reviewed in full by the student to ensure that these terms and conditions are understood and met. If there are any questions relating to the specific Product portfolio terms and conditions, the enquiry must be sent in writing to [info@netcampus.com](mailto:info@netcampus.com) for clarification at least 5 working days prior to VILT session.

## 3. ENROLMENT

- 3.1 The VILT Enrolment form must be received by the company prior to the start of the course.
- 3.2 The student hereby acknowledges that he/she has read the pre-requisites and terms and conditions relating to the requested course/courses listed on the Enrolment form and understands that it is up to him/her to ensure that the criteria are met before attending the course / courses.

If the student elected to enrol for a specific VILT course and it becomes clear that the student is unable to comprehend the course content, for whatever reason, Netcampus may not be held accountable and the student can be asked to leave the session in order to limit any impact on the other students.

- 3.3 All exams must be completed within 8 months of the date of submitting the Enrolment form. Failure to do so will result in forfeiture of fees unless otherwise agreed to in writing.

## 4. STANDARD RE-SCHEDULING REQUESTS

- 4.1 If a student is enrolled on a VILT course and is unable to attend for a valid reason, the student can request to reschedule their attendance for the specific course within a 3 months period of the initial course start date, at a cost of R140.00 (excluding VAT) per person, per day.

Booking and confirmation of attendance on the new date is subject to full payment of the re-scheduling fee in advance, regardless if the client is a 30-Day account holder Netcampus. Re-scheduling options and benefits only applies to the original student booked on a course and students cannot be substituted on re-scheduled bookings.

- 4.2 Students re-attending must use the courseware and labs that was initially assigned to them for the course/s as no new material will be provided to the student. Should the original courseware be outdated or no longer available, the student will be held liable for the total cost of the new courseware based on the latest course version.

## 5. STANDARD STUDENT REQUIREMENTS FOR ATTENDING VILT

- A Laptop or Desktop
- Quiet environment or a headset
- External speakers or your laptop speakers
- Stable Internet connection with a minimum upload and download speed of 5mb/s
- Laptop or desktop webcam
- Ensure that the correct version of software is installed on which you will be trained.

## 6. FREE DATA BUNDLES

6.1 Netcampus reserves the right to assign data bundles at their discretion in order to support their VILT service offering. Data bundles are calculated on expectations of the amount of data that will be required to complete the course. The bundles will be assigned on the first day of the VILT session and no additional bundles will be negotiated or assigned during the course. Should the student run out of data during the course, the onus will rest on the student to replenish their data in order to successfully complete the course.

### 6.2 FREE DATA BUNDLE CONDITIONS

- 6.2.1 Free data bundles, if applicable, will only be assigned to Pre-paid SIMs or Reload SIM's.
- 6.2.2 Automatic updates on the student device must be switched off for the full duration of the course in order to avoid unauthorised data expenses.
- 6.2.3 In order to qualify for a free data bundle, the candidate agrees to supply the following details:
- Name & surname
  - Cell phone number
  - Network provider name
  - Course name & duration
- 6.2.4 The above details must be supplied at least 3 days prior to attending the VILT class in order to comply with Administration processes.
- 6.2.5 Free data bundles, if applicable, will only be supplied for the following networks:
- MTN
  - Vodacom
  - Cell-C
  - Telkom
- 6.2.6 Please note that free data bundles and minutes do not apply to *free* courses, webinars and workshops.

#### **NOTE:**

***No other networks or platforms will be considered or approved for free data bundles.***

## 7. CONFIDENTIALITY OF STUDENT INFORMATION

- 7.1 Student information required for the allocation of data bundles will be treated as confidential and will not be shared with other institutions or 3rd parties, unless written consent is provided by the candidate.
- 7.2 Students details may be used for Netcampus marketing purposes in order to provide students with information on services and products and other special offers.

## 8. WARRANTIES

- 8.1 Netcampus (Pty) Ltd makes no representation or warranties in respect of lecturers. It is hereby recorded that Netcampus will always make every effort to maintain a good standard of training delivery. However, if a student is not satisfied with the standard of training delivery, the student may report their dissatisfaction to the management with relevant proof to substantiate their complaint.

## 9. LIABILITY

- 9.1 Netcampus (Pty) Ltd shall not be liable for any loss, damages, costs or expenses directly or indirectly incurred as a result of information supplied by, or misrepresentations, negligence, fraudulent acts or default on the part of the clients, its directors, employees, contractors or agents. The client indemnifies the company and holds it harmless against all and any claims made against it by any party whatsoever in respect of any such loss, damages, costs or expenses and against the actual costs incurred by the company in defending such claims.

## 10. RECOVERY

- 10.1 In the event of any action for the recovery of monies, or any action by Netcampus (Pty) Ltd in terms of the terms and conditions, the student/company hereby acknowledges that it will be liable for all legal costs on the scale as between attorney and own client, which costs shall include costs of a tracing agents and the collection commission.

## 11. JURISDICTION

- 11.1 The student/company hereby consents in terms of Section 45 of the Magistrates Court Act 32 of 1944 to the jurisdiction of the Magistrates Court in respect of any action instituted by Netcampus (Pty) Ltd notwithstanding the fact that the sum claimed may exceed the jurisdiction of such court.

## 12. WAIVER

- 12.1 No relaxations of or indulgences granted by Netcampus (Pty)Ltd through the student/company shall in any way be construed as being a waiver or renunciation by Netcampus (Pty) Ltd of any of its rights in terms of this agreement. Such relaxation or indulgence shall further not be regarded as a negation of the student's/company's liability in terms hereof.

## 13. SOLE AGREEMENT

- 13.1 This agreement and terms and conditions shall form the sole agreement between Netcampus (Pty) Ltd and the student/company. No amendment or variation thereto shall be of any force or effect unless reduced to writing and signed by all the parties concerned, or their duly authorised agents and/ or representatives.

