



- Please be advised that we cannot accept your enrolment form, unless this form has been completed in full.
- Your identity number / passport number is required by Netcampus to effectively manage your booking and verify your attendance post training.
- Personal information is collected, managed and processed by Netcampus in accordance with the guidelines stipulated in the Protection of Personal Information Act (PoPIA), as well as associated legislation. Your information will only be used internally by Netcampus and disposed of in accordance with legislative requirements if not needed. We will not share your information with 3rd parties, unless explicitly permitted by yourself in writing.

COURSE/PACKAGE DETAILS

ATTENDANCE

STANDARD ☐ LEARNING CREDITS ☐ RE-ATTENDANCE ☐

| BRANCH | COURSE/ EXAM CODE | COURSE/EXAM NAME | DATE | PROMO/ VOUCHER/ P.O. NO. | PRICE |
|---------------|-------------------|------------------|------|--------------------------|-------|
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL EXL VAT | | | | | |

PERSONAL DETAILS

ARE YOU A NEW NETCAMPUS CLIENT?

☐

YES

☐

NO

IS THIS AN ENROLMENT THROUGH YOUR COMPANY?

☐

YES

☐

NO

TITLE

NAME

SURNAME

ID/PASSPORT NO.

TELEPHONE

ALTERNATE NUMBER

COUNTRY

REGION

PRIMARY EMAIL ADDRESS

ALTERNATE EMAIL ADDRESS

CHECK POINT BOOKING? IF YES,
ENTER YOUR CHECK POINT USER
CENTER EMAIL ADDRESS

DO YOU HAVE SPECIFIC DIETARY REQUIREMENTS?
(ONSITE AT NETCAMPUS VENUES ONLY)

☐

YES

☐

NO

ARE YOU:

☐

VEGETARIAN

☐

HALAAL

PLEASE SPECIFY FOOD ALLERGIES

COMPANY DETAILS

COMPANY NAME

SWITCHBOARD NO.

COMPANY VAT NUMBER

COMPANY POSTAL
ADDRESS

CODE

CONTACT 1 (APPROVED BY)

NAME

SURNAME

TELEPHONE

MOBILE NO.

POSITION

EMAIL ADDRESS

CONTACT 2 (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"/> |
| COMPANY DESIGNATED SIGNATORY | <input type="checkbox"/> | SIGNING IN MY PRIVATE CAPACITY | <input type="checkbox"/> |

☐ By ticking this box, I as the undersigned acknowledge that I have read the Standard Netcampus- and Vendor Specified Terms and Conditions, as it applies to the training that I am registering for. I hereby declare that I have read, understand and accept all Terms and Conditions.

| | |
|----------------------|----------------------|
| ADD NAME AND SURNAME | <input type="text"/> |
| DATE | <input type="text"/> |

AUTHORISING SIGNATURE

Tips on how to create your Adobe Electronic Signature:

- Open the PDF file in Adobe Acrobat Reader.
- Click on Fill & Sign in the Tools pane on the right.
- Click Sign, and then select Add Signature.
- A popup will open, giving you three options—Type, Draw, and Image. Once you're done, click the Apply button.
- Drag, resize and position the signature inside your PDF file.

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.

YOUR NETCAMPUS ACCOUNT MANAGER Diedre Engelbrecht

EMAIL ADDRESS Diedre.Engelbrecht@netcampus.com

[SEND FORM](#)

TERMS & CONDITIONS

1. PAYMENT

- 1.1 Payment shall be made prior to the student attending the first training session. 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, 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 lectures or exams will not in any way affect the enrolment fee in that the student/ company will be held liable for the total fee for all course/s and exams.

2. CANCELLATION

- 2.1 Netcampus reserves the right to alter or cancel any course or trainer without liability and at its discretion; if it does, Netcampus will use reasonable efforts to notify the student at least one week in advance. The student will not be liable for the Netcampus cancellation or rescheduling.
- 2.2 The cancellation period for any ILT or VILT is 8 working days. In the event of the student/company cancelling the course within 9 or more days of course commencement, there will be no charge to the student/company. A 100 % cancellation fee will be levied for cancellations less than 9 days.
- 2.3 The cancellation period for training onsite at the client's venue is 10 working days. In the event of the company cancelling the course within 11 or more days of course commencement, there will be no charge to the company. A 100% cancellation fee will be levied for cancellations less than 11 days.
- 2.4 In the event of the student/company cancelling the course on the day of course commencement, or not showing up for the class, a 100 % cancellation fee will be levied.
- 2.5 Comprehensive terms and conditions relating to every specific Product portfolio is listed on the Netcampus Website: www.netcampus.com and must be reviewed in full by the student to ensure that these terms and conditions are understood. 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 for clarification.

3. ENROLMENT

- 3.1 The course 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 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 course in order to limit any impact on the other students.
- 3.3 All exams must be completed within 8 months of the date of enrolment. 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 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 bring along the courseware and toolkits 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, 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. WARRANTIES

- 6.1 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.

7. LIABILITY

- 7.1 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.
- 7.2 Personal belongings and items belonging to or in the possession of the client or delegate brought onto the training premises are the sole responsibility of the owner and the company accepts no responsibility for such items.

8. DAMAGES

- 8.1 The student acknowledges that he/she will be working with expensive computer equipment during the course. Netcampus does not allow eating and drinking in the classrooms in order to prevent any accidents from taking place. The student understands and acknowledged that he/she shall be held liable for any damages suffered by Netcampus (Pty) Ltd to the equipment through any negligent acts by the student.

9. RECOVERY

- 9.1 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.

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.

10. JURISDICTION

- 10.1 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.

11. WAIVER

- 11.1 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.

12. SOLE AGREEMENT

- 12.1 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.

13. PMI® BOOKINGS

- 13.1 For any PMI® exams including but not limited to PMP®, CAPM®, PMI-ACP® booked and paid for with course attendance is only valid for 3 months from training date attended.

14. IIBA® BOOKINGS

- 14.1 For any IIBA® exams including but not limited to ECBA®, CCBA®, CBAP® and AAC® booked and paid for with course attendance is only valid for 3 months from training date attended.