REGISTRATION FORM

Technical Report Writing Training Course

Please tick the appropriate box below

☐	5-6 Nov. '26 Port-Elizabeth	☐	12-13 Nov. '26 Cape Town	☐	19-20 Nov. '26 Boksburg, JHB	☐	23-24 Nov. '26 Online	☐	26-27 Nov. '26 Durban

PLEASE COMPLETE THIS FORM IMMEDIATELY AND EMAIL or FAX BACK TO
Joan

EMAIL: training@oxfordcollege.co.za or training@oxfordsolutions.co.za

COMPANY AND DELEGATE DETAILS

Organisation: _____

VAT Registration Number: ☐☐☐☐☐☐☐☐☐☐☐☐

Nature of Business: _____

Address: _____

_____

City: _____ Post Code: _____

Phone: _____ Fax: _____

1. Delegate Name: _____
   Position: _____ Cell: _____
   Email: _____
2. Delegate Name: _____
   Position: _____ Cell: _____
   Email: _____
3. Delegate Name: _____
   Position: _____ Cell: _____
   Email: _____
4. Delegate Name: _____
   Position: _____ Cell: _____
   Email: _____
5. Delegate Name: _____
   Position: _____ Cell: _____
   Email: _____

COURSE FEES

☐ Per Delegate @ **R 10 258.00 Incl. VAT (Live)**

☐ Per Delegate @ **R6898.85 Incl. VAT (Online)**

Fees include refreshments, luncheons and supplementary documentation (Face to face)

OXFORD COLLEGE
CAPACITY SOLUTIONS

PAYMENT METHODS

☐ **EFT /**Bank Transfer

Bank Transfers must state invoice number
Transfers should be made to **STANDARD BANK**

Account: Berry-M Consulting & Projects
Account number: 371 485 215
Branch Code: 011842

TERMS AND PAYMENT POLICY

NB. Accommodation and travel to and from the hotel is not included in the course fee. All cancellations received less than 14 days before the course date are liable for 50% payment of the course fees and those cancelations received, less than 7 days before the training commences are liable for 100% of the payment , you may substitute delegates at any time for any cancellation received in writing 15 days before a conference. Oxford College will issue a 100% credit for the value paid to be used up to six months from date of issuance. There will be no refund or credit for cancellation received within 14 days of the conference. If a registered delegate does not cancel and fails to attend the conference, this will be treated as a cancellation and no refund or credit will be issued. (Cancellations must be in writing by mail or fax in order to obtain a full credit for any future Oxford College conference.) **If for any reason Oxford College decides to cancel or postpone the conference, Oxford College is not responsible for covering airfare, hotel or other travel costs incurred by clients. The conference fee will not be refunded, but can be credited to a future conference.** Oxford College shall assume no liability whatsoever in the event this conference is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable or impossible. I acknowledge that I have read and understood all of the terms and conditions of my registration.

AUTHORISATION

Signatory must be authorised to sign on behalf of contracting organisation

Name: _____
Position: _____
Email: _____
Signature: _____ Date _____

THIS BOOKING IS INVALID WITHOUT A SIGNATURE