

FOR OFFICE USE	BOOKED	QUOTE NO	CONFIRMED	INV NO
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FULLY ACCREDITED TRADE TEST CENTRE

Merseta Accreditation No's.
17-QA/ACC/0357/09
17/QA/ACC/0228/07

KZN Branch (Umbilo)

10 Enfield Avenue, Umbilo, KZN, 4001
Tel: (031) 202 3103
Fax: 086 671 0402
cyril@ertocept.co.za
www.acra.co.za

Air Conditioning and Refrigeration Academy

ENROLLMENT FORM • 2018 (DURBAN)

EMAIL ENROLLMENT FORM WITH COPY OF ID AND PROOF OF PAYMENT TO
CYRIL@ERTOCEPT.CO.ZA OR ACCOUNTS@ERTOCEPT.CO.ZA

BOOKING TYPE PLEASE SELECT ONE	booked & paid for by Employer / Company	booked & paid Private Student	booked & paid for by Parent/Guardian
BRANCH SELECTION PLEASE SELECT ONE	ACRA DURBAN		

TERMS & CONDITIONS

- * Enrolments will not be accepted without a 50% non refundable deposit (or a Company Purchase Order No)
- * FULL PAYMENT IS DUE ON THE FIRST DAY OF THE COURSE
- * Please confirm that we've received your Enrolment – if you haven't received a course confirmation letter and Quote/Invoice then you are not booked

CANCELLATION POLICY

- * Should the student/employer cancel his/her course in less than 7 days prior to commencement of training he/she will be liable for the full payment!

IMPORTANT INFORMATION:

- * The Learner should register at Reception on the first day of every course
- * The student has to submit a copy of his/her ID on the first day of the course
- * Classes start at 08h00 until 15h00 Mondays to Thursdays (study time from 15h00 until 16h00) and 08h00 until 13h00 on Fridays (study time from 13h00 until 14h00)
- * Refreshments included - Tea & Coffee

PLEASE REMEMBER TO BRING:

- * **Safety Shoes - students will not be allowed in the workshop without safety shoes**
- * Proof of Payment
- * Id copy
- * Basic Stationary - pen, pencil, ruler, highlighter, eraser, notepad & standard calculator (NO CELLPHONES ALLOWED IN CLASS)
- * Students are not allowed to use cellphones during class

1. COURSE / LEARNING PROGRAMME DESCRIPTION									
COURSE NAME									
START DATE		END DATE							
2. LEARNER INFORMATION									
LEARNER NAME & SURNAME									
LEARNER ID NO.									
LEARNER CELL NO.									
LEARNER EMAIL ADDRESS									
3. EMERGENCY CONTACT									
CONTACT NAME					RELATIONSHIP TO LEARNER				
CELL NO.									

Document Title:	Learner Enrollment Form - DURBAN	Document Number:	LEF-001
Date Compiled:	1 July 2008	*Last Revision Date:	10 October 2017
Revision Number:	10	Access:	Controlled
Reviewed By:	A Pieterse	Approved By:	GK Laidlaw

* The document with the latest revision date is the current official document.

4. EMPLOYER / COMPANY INFORMATION											
COMPANY NAME											
TELEPHONE NO											
ADDRESS OF EMPLOYER											
MANAGER NAME & SURNAME											
MANAGER TEL/CEL No.	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> </tr> </table>										
MANAGER EMAIL ADDRESS											
5. INVOICING INFORMATION / PERSON RESPONSIBLE FOR PAYMENT											
COMPANY NAME											
COMPANY VAT No.											
PURCHASE ORDER NO.											
POSTAL ADDRESS											
COMPANY ACCOUNTS DEPT. CONTACT PERSON											
COMPANY ACCOUNTS DEPT. TEL No.	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%; height: 20px;"></td> </tr> </table>										
COMPANY ACCOUNTS DEPT. EMAIL ADDRESS											
MANAGER / PERSON RESPONSIBLE FOR PAYMENT	I _____ (MANAGER / SUPERVISOR / PARENT / GUARDIAN / LEARNER) <div style="text-align: right; margin-top: 10px;"> _____ SIGNATURE </div> <div style="text-align: right; margin-top: 10px;"> _____ DATE </div> <p style="font-size: small; margin-top: 10px;">HEREBY AUTHORIZE THE FOLLOWING LEARNER TO ATTEND TRAINING AT ACRA/SATELITE-AMBIENT CONTROL KIMBERLEY. I HAVE ALSO READ, UNDERSTAND AND ACCEPT THE TERMS & CONDITIONS.</p> MR/MS/MRS _____ (LEARNER) <div style="text-align: right; margin-top: 10px;"> _____ SIGNATURE </div> <div style="text-align: right; margin-top: 10px;"> _____ DATE </div>										
6. REQUIREMENT CHECKLIST											
ID COPY ATTACHED	<table border="1" style="width: 50px; height: 20px; border-collapse: collapse;"></table>										
50% DEPOSIT ATTACHED	<table border="1" style="width: 50px; height: 20px; border-collapse: collapse;"></table>										
PURCHASE ORDER NO.	<table border="1" style="width: 50px; height: 20px; border-collapse: collapse;"></table>										
7. BANKING DETAILS											
ACCOUNT HOLDER	Air Conditioning and Refrigeration Academy										
BANK NAME	Standard Bank										
ACCOUNT NUMBER	220108617										
BRANCH	Greenstone										
REFERENCE	PLEASE USE THE QUOTATION NUMBER / INVOICE NUMBER / LEARNER SURNAME AS REFERENCE!										

Email Enrollment Form with **copy of id** and **proof of payment** to accounts@ertocept.co.za

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