

For office use :

BOOKED		QUOTE NO		CONFIRMED		INV NO	
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SARACCA

Approved Training
ProviderWinner business of
the year award!**FULLY ACCREDITED TRAINING & TRADE TEST CENTRE****Accreditation Numbers**

AC000173NAMB
SDP1220/18/00370
17-QA/ACC/0357/09/MER
07-QCTO/SDP070921-2873
AC000367NAMB
SDP1223/19/00356
05-QCTO/SDP070921-2874

Air Conditioning and Refrigeration Academy

KwaZulu Natal Branch

21 Nipper road, New Germany,
KwaZulu-Natal, 3610
Tel: (031) 202 3103
acrazn@acra.co.za

Gauteng Branch (Head Office)

203 Element Road, Chloorkop, Kempton Park, 1619
Tel: (011) 393 1642, (011) 609 1118, 082 936 4183
PO Box 1709, Edenvale, 1610 | info@acra.co.za | www.acra.co.za

Northern Cape Branch

75 Old De Beers Road,
Kimberley, 8301
Tel: (053) 833 1903
acranc@acra.co.za

LEARNER ENROLMENT FORM

1. Who will be responsible for payment?

booked & paid for by Employer / Company		booked & paid for by Private Student		booked & paid for by Parent/Guardian	
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2. At which ACRA Branch would you like to attend? Please select one:

Kempton Park, Gauteng		Kimberley, Northern Cape		Durban, KwaZulu Natal	
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3. Course / Learning Programme Description:

Course Name	
Course Dates	

4. Learner Information:

Learner Name & Surname	
Learner Id. Number	
Learner Cellphone Number	
Learner Email Address	

5. Emergency Contact:

Contact Name		Relationship to Learner	
Cellphone Number			

6. Employer / Company Information:

Company Name	
Telephone Number	
Address of Employer	
Manager Name & Surname	
Manager Tel / Cellphone Number	
Manager Email Address	

7. Invoicing Information / Person Responsible for Payment:

Company Name	
Company VAT Number	
Purchase Order Number	
Postal Address	
Company Accounts Department Contact Person	
Company Accounts Department Telephone Number	
Company Accounts Department Email Address	

8. POPI Act Consent:

Protection of Personal Information: ACRA is responsible for the processing and storage of personal information of learners and/or their employers. It is the policy of ACRA to keep information of the learners attending training. Learner portfolios / documentation must contain certain information about a learner and the employer and by implication, this will include personal information. By completing this form I hereby confirm that I'm aware of the personal information gathered and stored by ACRA.

Photograph and video consent:

I hereby grant ACRA in absolute and irrevocable right to take and use photographs and video material of me in any and all publications including print, digital, online, websites and any other publications without limitation. I waive any right to royalties or any compensation arising from or related to the use of the above material taken of me. I release and discharge ACRA of any claims demands or liabilities connected to the above material.

Signature _____

Name & Surname _____

Date _____

9. Authorised Signature by Manager / Supervisor / Parent:

	I, _____ (manager / supervisor / parent / guardian / learner)	_____ Signature _____ Date
Manager / Person Responsible for Payment	hereby authorise the following learner to attend training at ACRA. I have read, understand and accept the Terms & Conditions.	
	Mr/Ms/Mrs _____ (learner)	_____ Signature _____ Date

10. Requirement Checklist

Id Copy Attached	
Proof of Payment Attached	
Purchase Order No.	

PAYMENT REFERENCE: PLEASE USE THE QUOTATION NUMBER / INVOICE NUMBER / LEARNER SURNAME AS REFERENCE!

TERMS & CONDITIONS

- * Enrolments will not be accepted without full payment (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 or 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!

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

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 15h30 Mondays to Thursdays (study time from 15h30 until 16h00) and 08h00 until 13h00 on Fridays (study time from 13h00 until 14h00)
- * Refreshments included - Tea & Coffee