

### COURSE DETAILS

Please fill in all the required fields.

Name of Course: \_\_\_\_\_

Course Date(s): \_\_\_\_\_

Course Location: \_\_\_\_\_

Quoted Course Fee: **N\$** \_\_\_\_\_

Please note the registration deadline is 3 days before the course commencement date

### REGISTRANTS

Please fill in all the required fields.

Name & Surname	Email	Phone	Position Held at Company	Level of program understanding <small>RATING FROM 1 TO 5, level of understanding for the program being attended. Where 1 is poor and 5 is excellent.</small>

## TERMS & CONDITIONS

A signed registration form, returned to one of BETC's offices indicates that you have read and agreed to the terms and conditions set out below:

1. This registration form, once completed, signed and received by this organization, shall be considered as a contractual document that obliges BUSINESS & ENTREPRENEURSHIP TRAINING CENTRE to render the required services and your organization to promptly fulfill payment responsibility. Unless where client has a credit facility with BUSINESS & ENTREPRENEURSHIP TRAINING CENTRE, 100% payment shall be required to accompany this registration form
2. Should client not be able to make payment before the program commences, client will then be held liable to ensure that the payment is made 72 hours after the program.
3. Cancellations must be made in writing and be received by BUSINESS & ENTREPRENEURSHIP TRAINING CENTRE not later than 5 working days before the date of training program or rendering of any other services. Your fees will be refunded less 15% administration fees. If a cancellation is received less than 5 working days before the date of program/service, no refund will apply, although a substitute delegates will be permissible, where payment has NOT BE MADE before the course commencement date, client will still be held liable for FULL PAYMENT. Client will be given 20 days to execute payment, failure to do so BETC will hire a Debt Collections company to collect the funds with their interest charges.
4. BETC reserves the right to cancel or re-schedule courses with 5 days' notice. In the event of such cancellation, registrants will have fees credited towards the next available course.
5. In the event of unforeseen circumstances, we reserve the right to change the program, dates or venue.

## ORGANIZATION DETAILS

Please fill in all the fields below

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I / we have read, understood and agreed to (BETC) Business & Entrepreneurship Training Centre's Terms and Conditions, as outlined in this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Personnel)

DD / MM / YY

Company Stamp