



INSTITUTE FOR CAREER MANAGEMENT

Helping you design your destiny.

PUBLIC COURSE REGISTRATION FORM

Course Registering For	
Full or Part Time	
Commencement Date	
Campus	

Company Details (If sponsored by company)	
Company Name:	
Vat Registration:	
Order Number:	
Physical Address:	
Postal Address:	

Delegate Name:	
Surname:	
Designation:	
ID Number:	
Tel Number:	
Cell:	
Email:	
Course Name:	
Course Date and Area:	

Person Responsible for Payment	
Title:	
Tel Number:	
Email:	

Method of Payment (Cash or EFT)	
Payment Terms (Cash or Terms)	

3 quick easy steps to register...	
<ul style="list-style-type: none"> ▪ Step 1: Complete the Registration Form (authorized – signed) and email proof of payment to registration@icmrandburg.co.za ▪ Step 2: Fax a copy of the deposit slip or proof of electronic transfer in order to have your booking confirmed. ▪ Step 3: A course confirmation with all relevant information will be sent to you as confirmation of your booking, on receipt of proof of payment. 	

Terms & Conditions	
<ul style="list-style-type: none"> ▪ Fees: All fees and dates are current at the time of going to print; however, we reserve the right to change them. ▪ Confirming a Booking: Your reservation will only be confirmed once we receive your booking form and proof of payment. ▪ Payment: Payment can be made only by electronic transfer, and must be received prior to training dates. Please use your NAME as reference so that payments can be tracked. Full Payment or Deposit must be received prior to attendance of the programme. ▪ Cancellation and Substitutions: All cancellations must be done in writing and emailed directly to ICM. The following charges apply if you cancel prior to the course: Less than five working days (5) weeks = 100% of the course fee. Substitution can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner. ▪ Transfers & Postponements: The transfer option only applies to delegates who are transferring to a different date for the same course. Transfers can only be made up to five (5) working days prior to the course date, after which point the registration is considered to be a cancellation. The option to transfer can only be used once within a period of three (3) months, after which non-attendance will be treated as a cancellation and all outstanding invoices will be due. If a delegate uses the transfer option, the original course invoice and the transfer invoice remain due, even if the transfer reservation is subsequently cancelled. 	
I have read and understand all the terms & conditions. (Authorised to Sign)	
Name:	
Designation/Title:	
Signature:	

Submit your Registration Form to:				
Area	Contact Person	Telephone	Fax	Email
Gauteng	Nhlanhla	0823768165		info@icmeducation.co.za

Banking Details			
Bank:	ABSA	Account Name:	ICM-INSTITUTE FOR CAREER MANAGEMENT
Branch Name:	CLEARWATER MALL	Account Numbers:	4097043857
Branch Code:	632005	Account Type:	Business Cheque Account