

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



Winner business of the year award!

Accreditation No's.
17-QA/ACC/0357/09/MER
AC000173NAMB
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Air Conditioning and Refrigeration Academy

JHB · ENROLLMENT FORM · 2019

EMAIL ENROLLMENT FORM WITH COPY OF ID AND PROOF OF PAYMENT TO INFO@ACRA.CO.ZA / FAX 0866710402

BOOKING TYPE PLEASE SELECT ONE	booked & paid for by Employer / Company	booked & paid Private Student	booked & paid for by Parent/Guardian
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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 havent received a course confirmation letter and Quote/Invoice then your 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 - JHB	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.			

