

## ENROLLMENT FORM

### 1. Delegate Personal Details

Surname																							
Full Names											Title												
ID Number														D.O.B	Y	Y	Y	Y	M	M	D	D	
Residential Address																							
											Code												
Postal Address																							
											Code												
E-mail address																							
Cellular No.														Day Number									
Employer											Day Number												

### 2. Person responsible for account

Surname																							
Full Names											Title												
ID Number														D.O.B.	Y	Y	Y	Y	M	M	D	D	
Residential address																							
											Code												
Postal address																							
											Code												
E-mail address																							
Cellular No.														Day Number									

### 3. Programme Selection Important: "The Programme Fee" includes the Registration fee and Exam Fees as specified in the Quote.

Programme Name	Course cost per delegate	Delegate Numbers	Price for all Delegate
Lunch Fee	R150-00/day	Amount Due	

Cash programme fee, as per the quote, only valid for full/upfront payments, payable before commencement of the programme. Other options are available. More than one delegate from same company will qualify for a 10% reduction on the full programme fee for that company.

### 4. Payment Options Important: Receipts only be given for cash or cheque payments / for other payments on request only after confirmation

FULL PAYMENT	METHOD OF PAYMENT	CASH		CREDIT CARD		DIRECT DEPOSIT		ELECTRONIC PAYMENT		BANK NAME:
	PAYMENT DATE	Y	Y	Y	Y	M	M	D	D	

**ATCPharma (Pty) Ltd Course selector and estimate of number of days per course as at 06/07/2015.**  
(For customized courses please contact [allan@atcpharma.co.za](mailto:allan@atcpharma.co.za))

Course Name	Web-based Cost per person (Rand)	Course duration (estimated days)	Your site cost per person (Rand)	Course duration (days)	Our site cost per person (Rand)	Course duration (days)
Good Manufacturing Practices	5,000	30	4,000	5	6,000	5
Process Validation	5,000	10	4,000	4	6,000	4
Cleaning Validation	5,000	10	4,000	5	6,000	5
Computer validation	3,000	8	2,000	3	4,000	3
Quality Risk Management	3,000	5	2,000	3	4,000	3
Good documentation Practices	2,000	5	2,000	2	3,000	2
Product Quality Reviews	2,000	3	2,000	2	3,000	2
Outliers	1,000	2	1,000	1	2,000	1
Statistics	1,200	5	1,000	1	2,000	1
Medical Statistics	2,000	5	2,000	1	3,000	1
Other (Customized)						
Other (Customized)						

## 5. TERMS AND CONDITIONS

### BOOKING PROCEDURE:

- To confirm your booking, please complete the contract below and attach a copy of your ID
- All faxed/mailed/emailed enrolment forms will be regarded as CONFIRMED BOOKINGS and will be LEGALLY BINDING.
- A signed enrolment contract constitutes an official purchase order and implies liability for payment.
- Rescheduling attracts an administration fee of **R150** per incident.
- Please fax/e-mail the signed contract as soon as possible to ensure selected course date, preferably 2 weeks in advance.
- Direct deposits can be made into ATCPharma (Pty) Ltd.'s account (No VAT is Payable):

### ATCPharma (Pty) Ltd Bank Details:

**Bank:** First National Bank

**Account Name:** ATCPharma (Pty) Ltd

**Account Number:** 62414872227

**Branch Code:** 250655

**SWIFT CODE:** FIRNZAJJ

- Please use your enrolment # as a reference when making payment.
- Please fax/e-mail proof of deposit to:  
Fax: 0865681887 /e-mail: [allan@atcpharma.co.za](mailto:allan@atcpharma.co.za)
- Delegates are required to bring their training confirmation letter on the day of training.

## 6. CONTRACT TERMS AND CONDITIONS

1. The parties to this agreement are ATCPharma (Pty) Ltd (herein after “ATCPharma”) and the person identified as the delegate. Delegate Personal Details “ (herein after “the delegate”) and in the event that the delegate is a minor, the person identified as the person responsible for the account “B. Person Responsible for Account” (herein after “the sponsor”) shall be a third party to this contract in his own name.
2. Subject to ATCPharma rights to cancel the course or courses for which the delegate has enrolled in terms hereof as set out herein under, this enrolment constitutes an irrevocable agreement on the side of the delegate to participate in the course or courses enrolled for and to pay the course fees in prior to course commencement.
3. ATCPharma shall be entitled to - but not obligated to - cancel or reschedule a course or courses for which the delegate has enrolled in terms hereof if there are six (6) or less delegates in total that have enrolled for the same course or courses, whereby the delegate will not be liable for a rescheduling fee.
4. The delegate (and if applicable, the sponsor) may not cede and delegate his rights and obligations in terms hereof.
5. The delegate (and if applicable, the sponsor) shall not be entitled to a reduction in tuition fees in the event that the delegate should fail to attend classes or a course as a whole, which tuition fees shall remain fully payable, irrespective.
6. As the field of information technology is a constantly evolving field of study, course content may need to be changed on short notice to reflect changes in the field of study. As ATCPharma strives to always provide the most up-to-date training for its delegates, the right to change courses and content is expressly reserved to ATCPharma.
7. In the event that the delegate is a minor, this enrolment form shall be co-signed by the delegate’s legal guardians and (if a person other than the delegates’ legal guardians) the delegates’ sponsor, all of who will be jointly and severally with the delegate liable for the payment of the delegates’ tuition fees.
8. In the event that the delegate is an adult, and a person other than the delegate assumes the responsibility for the payment of course fees, such person shall sign the enrolment contract as sponsor and he will be jointly and severally with the delegate liable for the payment of the delegates’ tuition fees.
9. The parties understand that ATCPharma provides tutor-led Training and Education, both in its external as well as in-house and online courses and that in the event of sickness or other temporary indisposition of a tutor, classes may become disrupted and become rescheduled. In the event of a permanent indisposition of the tutor, ATCPharma shall with all due haste once the permanent indisposition has been confirmed, procure the services of a replacement tutor.

10. The tuition fees does include ATCPharma internal examinations, which it is expressly understood by all the parties does not constitute an internationally recognized qualification. The parties understand that ATCPharma offers these examinations for purposes only of evaluating the delegate's understanding of the subject matter.
11. The delegate, his guardian and the sponsor hereby jointly and severally hold ATCPharma harmless against any injury, harm or damage that the delegate may suffer whilst on the premises of ATCPharma or otherwise was participating in the activities of ATCPharma or activities associated with ATCPharma.
12. Certificates will only be issued upon full settlement of account.
13. ATCPharma may, according to the Law, hand over accounts for collections, if delegates do not comply with the set payment terms of this agreement and all collection commission, fees and expenses will be for the account of the student
14. Should a delegate not be able to attend training as per the enrolled course date, cancellations must be made 1 week prior to course commencement date telephonically, whereby ATCPharma will send confirmation thereof to the delegate's email address. The delegate will be liable for a rescheduling fee of R150 per incident.
15. The delegate may complete the training within 3 months as per our available schedules, thereafter the course is forfeited, however the delegate will still be liable for the course fees.
16. A no show will result in the forfeit of the training course and course fees.
17. ATCPharma will not refund any amount paid for training, should a delegate no longer wish to attend the course. A replacement candidate may be sent for the booked course or enrol online for those courses.
18. The course duration as stated in our quotations is an estimate, based on 15 candidates per course, student knowledge and competency. This is the maximum days allowed per module, and the course may end in less days as stated. Course fees are not priced per hour or day.

I, the undersigned delegate declare that I have read and understand the terms and conditions.

I, the undersigned delegate declare that I have read and understand the terms and conditions and that I am bound by ATCPharma's General Conditions of Enrolment and that I will comply with all ATCPharma rules, regulations, policies and procedures. I am fully conversant with the contents thereof and I hereby approve and authorise the execution of the Enrolment Contract. As the undersigned, I hereby give consent to tracing and credit bureau listing in the event of non-payment or breach of this agreement.

Delegate Name		Signature	
Company/Sponsor		Signature	
Company Stamp		Contact Person	
ATCPharma		Signature	
Training Location		Date	

Please send the saved and completed form via your email to [allan@atcpharma.co.za](mailto:allan@atcpharma.co.za)