

SAS Institute (Pty) Limited

93 Central Street, Houghton, 2198

Tel : +27 11 713 3400

Fax: +27 11 713 3401

Technical Support Toll free: 0800 004943

www.sas.com/southafrica/training



GROUP COURSE BOOKING FORM

Kindly complete the following and return to SAS Institute as soon as possible.

REQUIRED :	DETAILS:
VAT REGISTRATION NO.	
COMPANY NAME	
COURSE TITLE	
COURSE DATE	
NO. OF ATTENDEES	

Booking Contact e.g. Manager/Secretary		Invoice Contact (Person responsible for payment of invoices)	
Name		Name	
Purchase Order No.		Dept.	
Prepaid. Order No.		Postal Address	
Payment Option (Please tick relevant box)	PRE-PAID <input type="checkbox"/> INVOICE <input type="checkbox"/>		
Tel		Tel	
Fax		Fax	
Email		Email	

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Terms and Conditions

1. Reasonable travel and living expenses for courses held at the Customer premises are additional
2. SAS will invoice the Customer for the training and payment is due 7 Calendar days prior to the commencement of the training.
3. Substitutions are accepted at any time prior to the event, subject to the replacement delegate satisfying any required course pre-requisites.
4. Should the Customer wish to cancel their booking, the full course Fee (less the cost of any completed preparation for tailored courses and airline or hotel penalties for on-site training) is refundable, subject to written notification received at least 7 Calendar days prior to the scheduled start date of the course.
5. Should the Customer wish to cancel their booking within 7 Calendar days of the course start date, a cancellation Fee equal to the full course fee will be charged.
6. The Customer may transfer their booking to an alternate date provided 7 Calendar days written notice is received by SAS. Should the customer wish to transfer the booking within 7 Calendar days of the course start date, an administrative fee of 25% of the course fee will be charged. Only one transfer is permitted per booking, after which the cancellation policy will apply.
7. SAS training courses are reviewed, updated and improved continually, and SAS reserves the right to alter any of the course content without prior notice. It may not be possible to cover all course topics due to unforeseen circumstances, the Instructor will advise delegates when this is the case and may offer alternatives. Where necessary, the instructor will add appropriate, additional reading material
8. The course material is the exclusive copyrighted property of SAS. Course material includes course notes, training manuals, presentation slides and course data. None of the course material may be reproduced, republished, distributed, posted, sold, or transferred. SAS' copyright extends to all electronic or supplementary materials provided as part of a course. Course notes are available only for attendees and are provided on the first day of a course. Course notes are not available prior to the course.
9. The parties hereto mutually agree that they will implement reasonable measures to prevent either party's inadvertent access to confidential information of the other. The parties agree to use reasonable endeavours to prevent any confidential information received in connection with and related to the training, which is clearly marked or designated at the time of disclosure as "Confidential", from being revealed to third parties for a period of three (3) years from the date of disclosure.
10. In no event shall SAS' liability for damages of any kind, including direct damages, exceed the Fees the Customer paid for the training services provided.
11. SAS reserves the right to cancel course dates due to insufficient enrollment. Students will be notified of cancellations within seven calendar days of the course start date. If a course is cancelled for any reason by SAS, any pre-paid registration fees will be refunded. SAS is not responsible for airline penalties related to the cancellation of SAS courses or events. Please be aware of the airline restrictions regarding nonrefundable airline tickets when purchasing an airline ticket.

I APPROVE MY ACCEPTANCE OF THE ABOVE ARRANGEMENTS

MANAGERS SIGNATURE:

DATE:

GROUP COURSE BOOKING FORM

REQUIRED :	DETAILS:
DELEGATE'S NAME	
DELEGATE'S SURNAME	
DELEGATE'S EMAIL & POSITION	
DELEGATE'S CONTACT NO.	
DELEGATE'S DIETARY REQUIREMENTS	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Halaal <input type="checkbox"/> Kosher <input type="checkbox"/> Normal <input type="checkbox"/> Other (Pls specify)

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