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<b>Linux Course Enrolment Form</b>			
<b>Student Details</b>			
Name:		Surname:	
Tel:		Cell:	
Fax:		E-mail:	
ID:		Food Preference:	
Physical Address:			
Postal Address:			
<b>Company / Invoice Details</b>			
Name:		Contact Person:	
Tel:		Cell:	
Fax:		E-mail:	
Registration No:		VAT No:	
Physical Address:			
Postal Address:			
<b>Course Details</b> (Mark the appropriate boxes with an X)			
Intermediate:	GUI Linux Admin		GUI Linux Advanced Admin
Essentials:	Linux Essentials		Advanced Command Line
Networking:	Linux Networking		
Security:	Linux Security		
Weekend:	Linux Weekend Essentials		Linux Weekend Networking
Programming:	PHP		
Date:	(enter the date you would like to attend)		
Computer:	Yes, I'll supply my own computer		No, I don't have a computer to bring
<b>Note:</b> You are welcome to bring your own computer, although it is not necessary.			
<b>Payment Method:</b>			
Cash		Cheque	Electronic Transfer
I, _____ have read and understand these terms & conditions			
Signature:		Date:	
<b>Banking Details:</b>			
Account Name:	Linux Holdings (Pty) Ltd	Bank:	Standard Bank
Account No:	022 296 301	Account Type:	Cheque
Branch:	Hyde Park	Branch Code:	006 605
<b>For Office Use:</b>			
Student Number:		Invoice Number:	
Certificate:		Paid:	

## Terms & Conditions

### Confirmation of bookings

Once an Enrolment Form has been completed and submitted by the client, Linux Holdings will send an e-mail or fax confirming the booking. The dates, time and a map will be included in the confirmation e-mail.

### Payment terms

Payment of the full deposit towards the course fee is required within one week of booking, and prior to the course commencement date. If no deposit is received the booking is automatically cancelled.

(Note that the following are not valid as confirmation of payment: verbal confirmation; an actual bank deposit without any documentation; a company order number or any internal company reference; an I.O.U.; a post-dated cheque.)

Payment of the balance of course fees to Linux Holdings is required on or before the first day of course commencement.

Terms for corporate clients, with prior arrangements, are 30 days from date of invoice. Linux Holdings reserves the right to charge interest, levied at the prime lending rate of Standard Bank of South Africa, on all outstanding accounts.

### Training times

Registration takes place from 8:30 am on the first day of the course for full-time courses. Delegates must sign the Attendance Register each morning on arrival. Linux Holdings takes no responsibility for ensuring the attendance of delegates. For full-time courses, training takes place between 9:00 and 16:00 daily, unless alternate arrangements have agreed to.

### Cancellations

Notification of cancellation of a booking must be received in writing. The following sliding scale applies to cancellations received less than ten working days before the scheduled start of the course.

<b>Notice Period</b>	<b>Deposit forfeited</b>
10-6 working days	30% unless put towards another course
5-3 working Days	50% of deposit
2 working days or less	100% of deposit forfeited.

Delegates who fail to arrive on the day of the course, will be responsible for the full course fees. A delegate may send an alternative in their stead, as long as the alternative is a suitable training candidate who fulfils all of the course prerequisites.

Linux Holdings reserves the right to reschedule, cancel or change the venue of courses at its discretion. Should this be the case, the client will be advised at least two working days in advance via fax / email and/or telephonically.

### Repeating Courses/ Rewriting Examinations

Delegates may request to repeat a course at a reduced rate of R114 including VAT per day. Such delegates will be placed on a standby list and will be notified of course availability within 5 working days of commencement of the course. The reduced course rate will cover lunch and refreshments but does not cover any manuals or course material. The delegate may bring his/her original manual along, where this is relevant. In the event of the delegate needing a new manual, an additional fee will be charged. The R114 per day Repeat Rate does not include any exam fees.

Delegates may rewrite a Linux Holdings exam at a fee of R285 including VAT per exam. For external exams, the full examination fee will apply.

### General Conduct

Linux Holdings expects delegates to conduct themselves in a respectful and orderly manner, and reserves the right to exclude delegates who cause a disturbance or who fail to comply with rules relating to the building or public safety. We request that cellular phones be switched off during training.

### Disclaimer

Delegates attending the course acknowledge that Linux Holdings is not liable for loss of or damage to any person(s) and /or property, whether or not such loss and/or damage has been caused by any negligence of Linux Holdings and/or its employees and/or its agents and/or its partners. In the event of Linux Holdings being found liable, damages will not exceed monies paid to Linux Holdings for the course.