



FOR OFFICE USE ONLY

Booked	
Quote number	
Confirmed	
Invoice number	

REFRIGERATION & AIR CONDITIONING TRAINING CENTRE

Confirmation of Training

→ Email enrolment form with **copy of ID** and **proof of payment** to jumari@raetech.co.za

Booking Type – Please select one	
Booked and paid for by: Employer / Company	
Booked and paid: Private student	
Booked and paid for by: Parent / Guardian	

Course Description

Course Name	
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Learner Information

Learner Name & Surname	
ID number	
Cell phone number	
Email Address	

Emergency Contact Details

Contact Name	
Relationship to learner	
Cell phone number	

Employer / Company Information

Company Name	
Telephone number	
Address of Employer	
Manager Name & Surname	
Manager Cell phone number	
Manager Email address	

Document Title:	Enrolment Form	Document Number:	QMSEF-001
Date Compiled:	25/08/2021	* Last Rev Date:	25/08/2021
Revision Number:	0	Access:	Controlled
Reviewed By:	J. Koekemoer	Approved By:	H. Basson
*The document with the last revision date is the current official document			

4 Triangle Street, Triangle Park, Paarl

Tel: 021 862 2019 • Email: jumari@raetech.co.za • Website: www.raetech.co.za

Invoicing Information / Person Responsible for Payment

Company Name	
Company VAT number	
Purchase Order number	
Postal Address	
Contact Person – Accounts department	
Accounts Department Telephone number	
Accounts Department Email address	

POPI Act Consent

Protection of personal information: RAETECH is responsible for the processing and storage of personal information of learners and/or their employers. It is the policy of RAETECH to keep information of the learners attending training. Learner portfolios / documentation must contain certain information about a learner and the employer and by implication, this will include personal information. By completing this form I hereby confirm that I'm aware of the personal information gathered and stored by RAETECH.

Signature

Name & Surname

Date

Authorised Signature by Manager / Supervisor / Parent

Manager / Person responsible for payment:

I, _____ Signature _____ Date _____

Hereby authorise the following learner to attend training at RAETECH Training Centre. I have read, understand and accept the terms and conditions.

Mr / Ms / Mrs _____ (learner) Signature _____ Date _____

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Banking Details:

Account holder: RAETECH Training Centre CC
Bank name: Absa
Account number: 4103081272
Branch code: 632005

Payment reference: **PLEASE USE THE QUOTATION NUMBER / LEARNER NAME & SURNAME AS REFERENCE!**

TERMS & CONDITIONS

- Enrolments will not be accepted without a 100% payment. (or a company purchase order number of which a credit application has been approved).
- Please confirm that we've received your enrolment – if you haven't received a course confirmation letter or quotation/ invoice then you are not booked.

CANCELATION 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.

PLEASE REMEMBER TO BRING:

- Safety shoes and face mask – students will not be allowed in the workshop without safety shoes and facemask.
- Proof of payment
- ID copy
- Basic stationary – pen, pencil, ruler, highlighter, eraser, notepad, and standard calculator
- **(NO CELLPHONES ALLOWED IN CLASS)**

Required Checklist

Copy of ID attached	
Payment Received	
Purchase order number	

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