

IT Management – ITIL Foundations Workshop

REGISTRATION FORM 2013

Kindly complete and e-mail or fax the signed copy to CENSE:
 email: havene1@unisa.ac.za
 fax (012) 429 6771

The workshop is limited to a maximum number of 30 delegates. Seats are secured once payment is received. *Please email or fax your registration form even if payment has not been finalized to secure your place.*

I/we would like to attend the IT Management – ITIL Foundations workshop from 24 to 26 July 2013 to be held on the Muckleneuk campus of the University of South Africa (Unisa) in Pretoria, Gauteng.

Description		Cost (per person)	(State Group or Individual)
Early bird fee	Register and pay before 12 June 2013	R6,500.00	
Group early bird fee (3 or more – one invoice)	For 3 or more delegates from the same organisation. Register and pay before 12 June 2013	R6,000.00	
Normal fee	Register and pay before 3 July 2013	R7,500.00	
Group normal fee (3 or more – one invoice)	For 3 or more delegates from the same organisation. Register and pay before 3 July 2013	R7,000.00	

Registration includes refreshments and course materials.

Special dietary requirements for lunch: _____

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ATTENDEE DETAILS *(Please complete this section for each person attending)*

Surname	Title (Prof/Dr/Mr/Mrs/Ms)	Initials		

Preferred first name	ID no / Passport no

Organization	Department / Division

Designation / Job title

E-mail address

Address	
PO Box	Private Bag
Street address	
Suburb	Code
City	Code
VAT number	

Telephone number		
Tel ()	Fax ()	Cell / mobile:

Would you like to be notified via email of future CENSE events?

Yes **No**

Where did you find out about the ITIL Foundations workshop? (Please mark with X)

<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Website / Internet	<input type="checkbox"/>	Search engine
<input type="checkbox"/> Other – Please specify:					

Please note that the registration deadline is 3 July 2013.

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METHOD OF PAYMENT (Please tick one)

An Electronic Fund Transfer for the amount of ZAR _____ has been done (banking details below). Please attach proof of payment.

I deposited the amount of ZAR _____ into the South African bank account listed below and have attached a clear copy of the deposit slip.

Account name: University of South Africa
Bank: Standard Bank
Branch code: 010645
Account number: 011554622
Type of account: Cheque
Reference: 313131155X SURNAME/COMPANY NAME

Credit Card Payment

IT MANAGEMENT – ITIL FOUNDATIONS WORKSHOP									
24 – 26 JULY 2013									
CREDIT CARD PAYMENTS: Only Master or Visa cards are accepted									
Reference: 313131155X									
Amount to be deducted from Credit Card:					R				
Credit Card No:					Cardholder's ID:				
CV number (Last three digits on back of card on signature strip):									
Expiry date MM YY	M	M	Y	Y	If payment is on budget account mark period in months with X	6	12	18	24
_____					_____				
Card holder's surname, initials:					Card holder's Signature:				

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Terms and Conditions for Workshop

- Cancellations:** Any cancellations received between 1 July and 7 July 2013 is subject to a 25% administration fee. Cancellations received between 7 July and 14 July 2013 is subject to a 50% cancellation fee. Thereafter the full fee is payable and no refund will be possible.
- Substitutions:** Owing to the certification exam, no substitutions among delegates are allowed.
- Non attendance:** Any delegate who registered and paid for the workshop and subsequently fails to attend, cannot be refunded.
- Payments:** Payment must be made prior to the cut-off date as advertised.
- Cancellation of workshop:** In the event that the workshop is cancelled, all registration fees will be refunded in full. The organisers and sponsors can, however, not be held liable for any additional losses.
- Certification Exam** The workshop cost includes a certification exam. No discount is given in the case of a delegate declining to write the exam.
- Confirmations:** All registrations will be deemed confirmed and subject to these Terms and Conditions.

Kindly complete this registration form and fax it to **IT Management – ITIL Foundations workshop** (with the proof of payment if applicable) fax no: +27 012 429 6771 or scan and email to havene1@unisa.ac.za

Telephone number (012) 429 6089.

Payment must be received before commencement of the workshop.

<u>OFFICE USE ONLY</u>		
Registration No:	Client ID:	Invoice No: