REGISTRATION FORM

To register: fill in this form and email it to sharene@governanceacademy.co.za or neo@governanceacademy.co.za.
Please note that once the Leadership Academy has received this registration form, your place on the course is confirmed. Ensure that you are duly authorized to attend this course and that you have read, understood and accept the terms and conditions.

Course Name:	Course Date:

Person making booking	
First Name:	Surname:
Company:	
Address:	
	Postal Code:
Tel No.:	Fax No.:
E-mail:	
Head of internal audit:	

Please reserve places for the following delegate(s)

1. Name:
Surname:
Job title:
Member No.:
Dietary Req.: N/A
Cell No:
E-mail:

2. Name:
Surname:
Job title:
Member No.:
Dietary Req.: N/A
Cell No:
E-mail:

3. Name:
Surname:
Job title:
Member No.:
Dietary Req.: N/A
Cell No:
E-mail:

4. Name:
Surname:
Job title:
Member No.:
Dietary Req.:
Cell No:
E-mail:

5. Name:
Surname:
Job title:
Member No.:
Dietary Req.:
Cell No:
E-mail:

6. Name:
Surname:
Job title:
Member No.:
Dietary Req.:
Cell No:
E-mail:

	No. of delegates	**Cost per delegate**	**Total amount**
Members		R	R
Non - Members		R	R
			R

Credit card payment		
Card Type:	Visa ☐	Master Card ☐
	Diners Club ☐	American Express ☐
Card Holder Name:		
Card No.:		
CVC No.:		
Expiry date:		

Please bill my Organisation	
Accounts Contact Person:	
Email Address:	
Telephone Number:	
Billing Address:	
	Code:
Company VAT No.:	Purchase Order No.:

Please ensure you have read this payment / cancellation policy before signing this document.

The Institute of Internal Auditors South Africa will issue an invoice for payment with bank details after the registration application has been processed. IF YOU CANNOT ATTEND THE COURSE - Refunds of 90% can be made if written notice is received TWO weeks prior to the course presentation date. Beyond this time no refunds are allowed, although a substitution of an alternative participant may be made at any time provided the IIA SA is advised in writing. Where registrations are received a few days before the course, no cancellations will be accepted but a replacement may be substituted. It is essential to inform the Course Administrator of such a replacement in order to ensure the attendee name for the Course Certificate is correct.

REGRETABLY NO REFUND OR CREDIT CAN BE GIVEN TO PARTICIPANTS WHO DO NOT ATTEND WITHOUT GIVING PRIOR WRITTEN NOTICE.

Having signed this application, I acknowledge that I accept the terms and conditions of registration.

Authorisation: Name_____ Signature _____