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Computer Training

A Division of Maintain I.T
OUTSOURCED IT MAINTENANCE

Enrolment Form

Course: Introduction to computers **Course Date:**

Windows 8

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Touch Typing

Name:

Surname:

ID Number:

Cell Number: Work Number:

E-mail address:

Physical Address:

Payment Method: Cash EFT

10h00-12h00 14h00-16h00 18h00-20h00

A 50% enrolment fee will be needed to confirm your booking.

In the event of cancellation by BC Computer Training before the start of the course, a full refund will be given to the student/learner.

The balance of the course has to be settled on the first day that course starts.

In the event of cancellation by BC Computer Training, once more than 50% of the course has been completed, 30 % of the course fee will be refunded.

In the event of cancellation by the student/Learner before the course has started No refund will be given.

In the event of cancellation by the student/learner once the course has started no refund will be given.

In the event the student/learner is unable to attend any given lesson , they may attend that lesson the next time the same course is run, provided there is space available.

Under no circumstance will BC Computer Training, Maintain itronics cc or any member thereof be held liable for any injury or losses incurred to a customer due to fire, theft, negligence or personal injury.

Certificates of attendance will be given to all students/learners 2 days after the completion of the course.

I undersigned agree to these terms and conditions. Please provide us with a copy of your ID Book.

Signature:

Date: