

Please attach this form and email it to bookings@blazingmoon.co.za



ONLINE TRAINING BOOKING FORM

Company Name	
Branch Name and No:	
Company VAT Number:	
Booked by: (First Name and Surname)	
Booking Person's Email Address:	
Invoice Details (Please include Area and postal Code)	P O Box:
	Suburb:
	City:
	Postal Code:
Physical Address for Deliveries:	Physical Address 1
	Physical Address 2
	City:
	Postal Code:
Work Telephone No of Booking Person:	
Cell Phone No of Booking Person:	

Company Order No		
Invoice Required:	One per Learner	Group Invoice for all learners

Any Special Performance Outcomes identified for this required training?

Learner Details

No.	First Name & Surname	Designation	Course Name	Course Date (DD-MM-YY)	ID No	Work No	Cell No (For Communication Purposes)	Email
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

The Next Step Upon Booking:

Upon the process of your booking, you will receive an emailed confirmation of booking, and an invoice. EFT Payment is required before attendance of training.

Upon the process of your booking, each learner will be assigned a username and password on our web site in order that they may complete their course pre assessment.

Each learner will be emailed their personalised username and password with a hyperlink on our web site to click on to complete their Pre & Post Assessments and evaluation of Blazing Moon.

For Soft Skills training programmes, each learner upon confirmed booking, will be emailed a pre assignment to complete and bring to course attendance.

Upon the learner completion of their pre and post assessment, you as the booking agent will be emailed each learners results.

If any pre assessment results do not meet our required minimum score of 60% then your Account Manager shall be in touch with you as to the training alternatives available from Blazing Moon.

Post attendance we provide your company with detailed feedback as to learner achievements.

All Reports and certificates will be delivered electronically to you after Post course assessments are complete.

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Terms and Conditions of Booking:

All confirmations of bookings are sent through in writing via e-mail directly to the designated company representative.

Payments for courses are to be made in advance of commencement of training and are to be deposited via EFT. Blazing Moon's banking details are on the invoice mailed electronically.

Non-attendance of training by any delegate will mean forfeiture of the full training charge.

Delegates are required to arrive at each course by 08h55 ready to start training at 09h00. Late arrivals will only be allowed up to 10 minutes after commencement of a course except if otherwise arranged in advance with Blazing Moon.

Arrivals after 09h15 are not allowed as this compromise the course and the other learners. Should this occur without prior arrangement, the delegate will have to be re-scheduled to another date.

As Blazing Moon will already have incurred cost to present any scheduled course, no refund for non-attendance will be made and if the delegate is to be rescheduled, the company will be responsible to pay the full fee for rescheduled attendance, unless prior arrangements have been made with Blazing Moon.

For booking cancellations made 10 working days prior to the commencement date of training, 50% of the course fee will be payable; For booking cancellations made 5 working days prior to the commencement date of training, 100% of the course fee will be payable. For booking cancellation made more than 10 working days prior to course commencement and if payment has already been made to Blazing Moon, a full credit for training shall be given and delegate attendance will be re-scheduled to another date suitable to the learner.

For re-scheduling of any bookings 5 working days prior to the commencement date of the training, a 25% re-scheduling fee will apply; the original booking fee is then payable within 15 working days or original invoice date.

In the case of delegate non attendance of training due to illness or personal injury , Blazing Moon will re-schedule training free of charge within a limit of 21 working days after original course commencement date; thereafter our re-scheduling fee is applicable. Written explanation of any of the above would be required from the chosen company representative.

In the event of Blazing Moon being unable to present any scheduled course, arrangements will be made in advance for the rescheduling thereof at a suitable date. If payment has already been made, delegates will be rescheduled for attendance at a suitable date. If payment has already been received by Blazing Moon, arrangements will be made with the parent company which may include the attendance of an alternative delegate, subject to the delegate meeting the requirements for attendance, crediting the company's account with the relevant amount for later utilisation by the company, or a refund if required.

Delegate substitutions may be made at any stage prior to the commencement of a course, provided the replacement delegates meet the necessary pre-requisite skills- or training requirements to attend the relevant course.

Blazing Moon requires each delegate to complete a pre-assessment form at the time of booking to evaluate the pre-requisite knowledge and therefore enable our clients to book themselves or their learners on the appropriate training courses. Based on the results of achieved during pre-assessment, Blazing Moon may suggest alternative courses or re-confirm that delegates are booked on the appropriate programme. Should a delegate opt not to complete the assessment Blazing Moon cannot be held responsible for the delegate's ability to grasp concepts during the training session attended.

Should you require support or have any queries please feel free to contact Blazing Moon directly and not any of our facilitators.

Blazing Moon will not hold responsibility for certificates that have been misprinted due incorrect information received or lost once delivered or posted. Should a re-print be required, there will be a charge of R 52.00 excl. per certificate.