



# TRAINING REGISTRATION

**PLEASE NOTE:** All fields must be completed before registration /booking can be processed.  
Please complete a new Training Registration courses for each course required.

<b>Client Details</b>			
Customer Type	Business		Private
Name /Company Name:			
Surname / VAT Reg. Number			
ID Number / Company Reg. No.			
<b>Contact Details</b>	Training Co-ordinator Contact		Invoice / Billing Contact
Name and Surname			
Department / Postiion			
Telephone / Mobile Number			
E-Mail Adress			
Invoice Adress			
<b>Payment Options</b>	Direct Deposit / EFT		Credit Card
	PO & EFT	Purchase Order No:	
<b>Course Details</b>			
Course Code / Description			
Course Number (if known)			
Tye of Course	Initial Training	Refresher	Blended / Online
Tye of Training	Public		In-House/ Closed
Training Center			
Prefer Course Dates	Start		End
Alternative Course Dates	Start		End
Number of Students	If registration is for a group, please complete Page 2		
<b>Distribution of the e-Certificate</b>	Delegate / Employee		Employer / Training Coordinator
	Both Parties as above		
<b>Marketing</b>			
Where did you hear about us?	Our Website	Previous Dealings	Google
	Our Newsletter	Word of Mouth	_____
Would you like to receive our newsletter?	Yes		No
<b>Acceptance of Qoute and / terms and Conditions</b>			
Qoutation Number:		Quotation Value	
I accept the quotation / training price that was forwarded to me/us and request a booking be made on behalf of myself/ the organisation I represent.			
I consent to my personal information contained in this document to be stored electronically by BLS Medical.			
I further state that I have read and accept the training terms and condition that are attached to this training registration form.			
Authorised Signature			Date

TEACHER BUBBLES.COM



TeacherBubbles.com  
Tel: 060 320 3642  
Email: [registrations@teacherbubbles.com](mailto:registrations@teacherbubbles.com)  
Website: [www.teaceherbubbles.com](http://www.teaceherbubbles.com)



# TERMS AND CONDITIONS

## GENERAL TERMS & CONDITIONS

### INVOICES/ PURCHASE ORDERS AND PAYMENT

1. All invoices are Due on Receipt; unless other credit terms have been agreed to in writing (credit approved companies).
2. Please ensure that all payment remittances and purchase orders are e-mailed to [admin@teacherbubbles.com](mailto:admin@teacherbubbles.com).
3. Should payment not be received and cleared by our bank or a purchase order be received after 72 hours of invoicing or registration, our cancellation process will be initiated.
4. All overdue invoices may be charged interest at the prime overdraft rate plus 2% as charged by Teacher Bubbles' bankers from time to time.

### JURISDICTION

5. The Signee agrees to the jurisdiction of the Magistrate's Court in terms of Section 45 of the Magistrates' Court Act 32 of 1944 for the recovery of any amount due in terms hereof and even if the amount claimed exceeds the jurisdictional limit of such Court

## TRAINING TERMS & CONDITIONS

### COURSE REGISTRATIONS

1. All Tentative or To-Be-Confirmed (TBC) dates for Closed/ Onsite Training will be held for 72 hours 72 hours 72 hours after an enquiry, thereafter the dates will be made available again to other clients and availability will need to be re-confirmed.
2. Bookings can be made electronically by registering online via our website ([www.teacherbubbles.com](http://www.teacherbubbles.com)) or by completing a Training Registration Form and submitting the form by email to [registrations@teacherbubbles.com](mailto:registrations@teacherbubbles.com). No manual booking will be processed without a completed Training Registration Form completed Training Registration Form being received.

### POSTPONEMENT OF THE COURSE/ CANCELLATION OF ATTENDANCE OR NON-ATTENDANCE

3. **Onsite/ Closed Courses:** Postponement of a course must be Onsite/ Closed Courses: in writing and can be e-mailed to [registrations@teacherbubbles.com](mailto:registrations@teacherbubbles.com). The date of postponement shall be the date received by Teacher Bubbles. You will be liable for all costs liable for all costs liable for all costs incurred by Teacher Bubbles in the preparation for the course, that Teacher Bubbles can't recover such as trainer booking fees, deposits, venue hire and/ or catering costs. Teacher Bubbles will attempt to accommodate you on new dates requested depended on our availability of our facilitators/ assessors and/ or moderators.
4. **Cancellation or Non- Cancellation or Non-Attendance** Attendance by you or your delegate(s) will still be charged for. You are welcome to send a replacement(s) in your or their place.
5. **Late Arrival/ Absent:** Due to our course(s) being short Late Arrival/ Absent: in duration, if you or your delegate(s) arrive late for a course or are absent from any session, we reserve the right to refuse to accept you/ them for training or continuation of the training, if we feel you/ them will not gain sufficient knowledge or skill in the time remaining. In all cases, the full course fee remains payable. However, in specific circumstances we may move you onto the next available course to complete your training free of charge.

### POSTPONEMENTS / CANCELLATION BY TEACHER BUBBLES

6. Teacher Bubbles reserves the right to cancel/ or reschedule a course.
7. In the unfortunate event that we do postpone or cancel a course you will be given as much notice as possible and the offer of a free transfer to another date, or a full refund of fees paid. Teacher Bubbles cannot be held responsible for any financial loss that cancellations may incur.

### MEALS & REFRESHMENTS 8. Public Courses:

8. **Public Courses:** Only tea & coffee is provided, delegates are responsible for their own meals.
9. **Closed/ Onsite Courses:** Clients to arrange refreshments/lunch at own cost, if training is conducted at the client's premises.

### COURSES AND ASSESSMENTS

10. All courses will be facilitated in English facilitated in English facilitated in English, therefore Teacher Bubbles does not accept responsibility if the course participants do not read, write or understand English and consequently do not reach the course outcomes. **Interpreters can be arranged but will be charged for separately.**
11. Certain courses do have some entrance criteria and is indicated on the specific course information sheets or in the quote, it is the person who is making the registration responsibility to ensure that they or their group meet these criteria. BLS Medical cannot be held responsible should the delegate(s) fail the course as a result of not meeting the criteria.
12. The assessment criteria differ depending on the course being taken; this will be provided and explained to the delegate at the start of the course or you are welcome to contact our offices for the criteria beforehand.
13. Should the delegate not meet the assessment criteria, he or she is allowed one re-examination at a date, time and location as agreed upon in the post assessment feedback. There may however be additional travel and accommodation costs, where applicable.

### CERTIFICATES

14. After the assessments are conducted they need to go through our internal moderation processes, this process this process can this process can take up to ten (10) days.
15. NOTE: Certificates will only be processed and released once full payment has been received
16. All certificates are created as a DIGITAL ORIGINAL DIGITAL and stored in our online Webvault. For hard copies please contact our National Training Office on 065 671 1513 or [registrations@teacherbubbles.com](mailto:registrations@teacherbubbles.com).

## SALES TERMS & CONDITIONS COMMISSIONING OF EQUIPMENT

### COMMISSIONING OF EQUIPMENT

1. Third Party suppliers are responsible for the delivery, training, commissioning and support of equipment purchased.

### CLAIMS

2. No claims for damaged or missing parts will be considered unless the claim is received in writing within 7 days of the date of the invoice.

### RETURN OF GOODS FOR CREDIT

3. In accordance with the Consumer Protection Act 68 of 2008, the consumer has the right to cancel a transaction made without reason or penalty. The notice of your wish to cancel must be made in writing and within 5 (five) working days of the transaction being concluded.
4. All items correctly supplied are the customer's responsibility. Once the notice to cancel has been received, BLS Medical cc will refund the price of the purchase, less any costs charged by Credit Card companies, to the consumer within 15 working days of the return of the item (s) purchased in their original packaging.
5. Goods not in their original packaging and in a sellable condition will not be accepted back for credit.
6. Cost to return the item(s) to Teacher Bubbles will be the responsibility of the client. OWNERSHIP
7. All goods supplied remain the property of Teacher Bubbles Pty Ltd until settled in full.

### WARRANTY

8. The goods supplied, unless otherwise stated, carry a one-year warranty against defective materials and workmanship, subject to the equipment being used in accordance with the manufacturer's instructions.

