Essential Short Courses Series ™

**Registration Form**

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| --- |
| **Please enrol me for the following course(s)** |
| **Course Name** | **Course Date** | **Course Feea** |
|  |  |  |
|  |  |  |
|  |  |  |
| **International Delegates:** pleaseadd R500 for each course to cover additional admin costs |  |
| Subtotal (VAT Excluded) |  |
| + 15% VAT |  |
| **Total Amount (VAT Included)** |  |

a = Please refer to the Course Fee section on the next page for the prices of each course.

**DELEGATE DETAILS - PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |   | First Name: |   | Surname: |   |
| Name as preferred on certificate: |  |
| Organisation: |  | Department:  |  |
| Address: |  |
| Tel No: |  | Mobile No: |  |
| Email: |  | HPCSA[[1]](#footnote-1) No: |  |
| Highest qualification obtained: |  |
| Glove size: |  | Latex allergy: |  | Lab coat size: |  |
| Require parking during course: |  | Car registration number: |  |
| RSA ID number / Passport no.[[2]](#footnote-2) |  |
| General comments: |  |

**AUTHORISATION**

1. This registration needs to be authorised on behalf of the stated company / individual.
2. The signatory must be authorised to sign on behalf of contracting organisation.
3. I understand that this registration form is an official booking for the course and not just an enquiry.
4. I acknowledge that I have read and understood the terms & conditions and cancellation policy.

|  |  |
| --- | --- |
| Institution responsible for payment: |  |
| Type of payment: |  | VAT No: |  |
| Name: |  | Position: |  |
| Email: |  |
| Signature: |  | Date:  |  |

**PROCESSING OF PERSONAL INFORMATION**

This section explains how DNAbiotec® will use your personal information, as required by the Protection of Personal Information Act (POPIA), and the GDPR (where applicable, with similar criteria):

1. By registering for training with DNAbiotec®, you consent to the use of your personal information by DNAbiotec®.
2. Your information that is personal identifiable information (e.g. your name, surname, ID/Passport numbers, etc.) will only be used by DNAbiotec® for purposes related to your training.
3. Your data will not be used beyond these specifications, nor shared with any outside or 3rd party.
4. DNAbiotec® will be accountable for how your data is handled within the company.
5. Your data will be dealt with as confidential within DNAbiotec® and stored in a secure location. We undertake to apply our best efforts to keep your data secure.
6. You may at any time in the future ask to see a copy of your personal data that we have on record in DNAbiotec® and also have the right to request that we correct, amend or delete your information on our system.
7. Your personal information will not be stored for longer than ten years from the date of your training.
8. Failure to obtain your personal information for the purpose of our training programmes may result in DNAbiotec® being unable to include you on our training.

If you have any questions regarding the processing of your personal information, please contact DNAbiotec® prior to sending this form to us.

**REGISTRATION PROCESS**

1. The number of delegates that we can accommodate per short course is unfortunately limited. Registrations will be handled on a first-come, first-served basis. Please enrol as soon as possible to avoid disappointment.
2. Please submit your completed registration form via email to Courses@DNAbiotec.com.
3. DNAbiotec® will email confirmation of registration to you, as well as a Tax Invoice.
4. Proceed with payment AFTER you have received the Tax Invoice. Electronic payments must reflect the invoice number as reference for your payment.

**COURSE FEES FOR TRAINING**

The following fee structure is valid from 01 January 2020 until 31 December 2020.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Short Course**  | **IN-PERSON Training Price (EXCL VAT)** | **ONLINE Training Price****(EXCL VAT)** |
| 1 | Essential DNA Evidence | 4,850.00 | 4,365.00 |
| 2 | Essential DNA Sequencing | 10,680.00 | 9,612.00 |
| 3 | Essential Good Laboratory Practice | 7,680.00 | 6,912.00 |
| 4 | Essential Good Pipetting Practice | 2,570.00 | 2,313.00 |
| 5 | Essential Grant Writing | 4,850.00 | 4,365.00 |
| 6 | Essential IP Management | 4,850.00 | 4,365.00 |
| 7 | Essential PCR | 7,340.00 | 6,606.00 |
| 8 | Essential Real-Time PCR | 10,680.00 | 9,612.00 |
| 9 | Essential Science Project Management | 7,250.00 | 6,525.00 |

a = 15% VAT from 1 April 2018.

**REGISTRATION TERMS AND CONDITIONS**

1. By registering for the training event, all participants agree to be bound by, and comply with, these Terms and Conditions. It is the participant's responsibility to read and understand these Terms and Conditions.
2. Submission of this completed registration form is an **official booking** for the course and not just an enquiry.
3. Payment is due at least 14 (fourteen) days prior to the start of the training event.
4. Payment must be made in ZA rand (South African Rand). If you wish to pay in another currency please arrange with DNAbiotec® ahead of time.
5. Proof of payment is to be emailed to Courses@DNAbiotec.com at least 14 (fourteen) days prior to the course date. This will serve as proof of payment and reserve your space on the course.
6. For payments that are made by bank transfer, all bank transfer fees must be covered by the participant and may not be deducted from the amount remitted.
7. Registrations will not be confirmed until the full payment is received and processed by DNAbiotec®.
8. Official Purchase Orders may be accepted at the discretion of DNAbiotec®, please email it to us as soon as it is issued by your institution. Accepted purchase orders will reserve your space on the course. Payment should be made within 30 days of the date of the invoice. Please arrange this with DNAbiotec® on a per course basis ahead of registration.
9. Applicants should obtain confirmation from DNAbiotec® before committing to travel and other arrangements.
10. The applicant remains responsible for payment of the course fee. If the course fee is paid by an institution, e.g. a university, the applicant accepts full responsibility to supply the institution with the relevant documentation, e.g. an invoice to ensure payment. The applicant remains responsible to ensure that the institution completes the payment prior to the start of the course. The applicant remains fully liable for the full payment of the total registration fee. We reserve the right to refuse admission if payment is not received on time. DNAbiotec® reserves the right to withhold a certificate if full payment for the course has not been received.

**PAYMENT DETAILS**

1. Bank name: Nedbank
2. Branch name: Business Pretoria
3. Branch code: 1497 45
4. Account name: DNAbiotec
5. Account number: 1497 062 063
6. SWIFT address: NEDSZAJJ (For international electronic transfers only)

**INTERNATIONAL DELEGATES**

1. DNAbiotec® can assist you with an invitation letter to support your visa application.
2. DNAbiotec® requires the following information to provide a letter
	1. Completed course(s) registration form
	2. Scanned copy of your passport (stating your name, surname, passport number, etc.)
3. Please apply in time for you visa and keep us informed of the progress.
4. Make sure you have read and understood the DNAbiotec® cancellation policy.
5. Contact us immediately if your visa application has been unsuccessful.

**CANCELLATIONS AND TERMINATION OF REGISTRATIONS**

1. On completion and submission of this registration form you will be liable for the full amount of the registration fees subject to the cancellation conditions below.
2. All cancellations must be received in writing and is valid only with acknowledgement of receipt by DNAbiotec®.
3. Non-payment or non-attendance does not constitute cancellation.
4. Cancellation fees are dependent on the notice given:
	1. A cancellation fee equivalent to 50% of the course fee will be applicable to cancellations by delegates less than 30 (thirty) days before the course commences.
	2. A cancellation fee equivalent to 100% of the course fee will be applicable to cancellations by delegates less than 14 (fourteen) days before the course commences.
5. Substitute delegates will be accepted if the registration fee has been paid in full. An administration fee of 10% of the total fee is payable if the substitution is made between 14 days and the date of the course.
6. DNAbiotec® reserves the right to cancel/postpone a particular course. Should this happen, delegates will be notified in advance and reimbursed for the short course fee in full. DNAbiotec® is not responsible for covering airfare, hotel, or other travel costs incurred by delegates.

PLEASE NOTE that by submitting this document you accept the terms and conditions as listed above.

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1. Health Professions Council of South Africa (HPCSA). [↑](#footnote-ref-1)
2. Name, surname and ID/Passport number will be used to customise your electronic copy of the training course material. [↑](#footnote-ref-2)