



## ENROLMENT FORM

Enrol online at [terrafirma-academy.com/course-enrolment/](http://terrafirma-academy.com/course-enrolment/)

### SECTION A: Student and Invoicing Details

First name & surname: \_\_\_\_\_  
Title:  Mr  Mrs  Miss  
ID (Required for certificate): \_\_\_\_\_  
Name on certificate: \_\_\_\_\_  
Tel number: \_\_\_\_\_ Cell number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Company name: \_\_\_\_\_  
Invoice address: \_\_\_\_\_  
Or your address: \_\_\_\_\_ Postal code: \_\_\_\_\_  
VAT number: \_\_\_\_\_

How did you hear about Terra Firma Academy? \_\_\_\_\_

### SECTION B: Course Selection

Please select your course of choice:

- |  |  |
|--|--|
| <input type="checkbox"/> Energy Management Fundamentals          | <input type="checkbox"/> Solar PV Feasibility Assessment |
| <input type="checkbox"/> Energy Efficiency Management *          | <input type="checkbox"/> Solar PV Installation           |
| <input type="checkbox"/> Measurement & Verification Professional | <input type="checkbox"/> Solar PV Installation           |
| <input type="checkbox"/> Residential Energy Assessor             | <input type="checkbox"/> Residential Eco Consultant      |
| <input type="checkbox"/> Water Efficiency Management *           | <input type="checkbox"/> Environmental Strategy          |
| <input type="checkbox"/> Carbon Footprint Analyst                | <input type="checkbox"/> Green Your Home / Guest House   |
| <input type="checkbox"/> Carbon Projects and Markets             |  |
| <input type="checkbox"/> Office Eco Manager                      |  |

SETA assessment:  Yes  No

Region:  Cape Town  Johannesburg  Durban

Course start date: \_\_\_\_\_  
(dd / mm / yyyy)

Course fee (Including VAT): R \_\_\_\_\_  
\* - Add R 2,200 excl VAT to course fee for SETA Assessment  
- 14% VAT will be charged in addition to total quoted course fee

Dietary requirements: \_\_\_\_\_

Other requirements: \_\_\_\_\_  
(Extra charges might apply)





## PAYMENT:

1. The COMPANY or INDIVIDUAL shall pay Terra Firma Academy the full course fee within 7 days of submitting the enrolment form.
2. The course fee is exclusive of VAT
3. The course fee includes the course, student workbook, coffee/tea and lunch.

## POSTPONEMENT & CANCELLATION:

1. The COMPANY or INDIVIDUAL shall pay Terra Firma Academy the full course fee within 7 days of submitting the enrolment form.
2. In case of oversubscription in a course, the first paid first accommodated principle will apply.
3. All requests for postponement or cancellation must be communicated in writing via e-mail to [info@terrafirma-academy.com](mailto:info@terrafirma-academy.com)
4. \* Each re-submission of SETA Assignment will incur a fee of R 1,000 excl VAT to learner.
5. All postponement or cancellation applications must be received in writing 14 days prior to course commencement.
6. No refunds will be made whatsoever in the event of postponement or cancellation 7 days prior to the course commencing.
7. A 25% administration fee, based on the full course price will be charged for any postponement or cancellation made more than 7 days prior to the course commencement.
8. Applications for postponement (attendance for a different course date) must be received in writing at least 14 days prior to the course and will only be considered provided there is place available on the preferred date.
9. Only the 1st postponement request will be free of charge, granted the request has been received 14 days prior to the course commencement. Any following postponements will be charged a 25% administration fee, based on the full course price
10. Applications for postponement, received less than 14 days prior to the commencement date of the course will not be considered and the above postponement and cancellation policy will apply.
11. TFA reserves the right to cancel or postpone any courses due to unforeseen circumstances or should the required minimum number of enrolments not be received.
12. In the case of cancellation or postponement as specified in point 10, the learner will have the option to enrol on the next course or receive a full refund should the course be cancelled or the applicant is unable to attend.
13. Learners may be substituted in the event that the original Applicant can't attend for any reasonable cause.
14. All substitute applicants must notify TFA of their substitution at least 3 days prior to course commencement.
15. Postponement, due to TFA will not incur administration fees for students.
16. TFA will inform the learner and his superior in writing of any decisions regarding postponement 5 working days prior to the commencement date.

## BANKING DETAILS:

<b>Bank Name:</b>	First National Bank
<b>Account Name:</b>	Terra Firma Solution Pty Ltd.
<b>Account Type:</b>	Business Cheque
<b>Account Number:</b>	623 4599 2243
<b>Branch Name:</b>	Century City
<b>Branch Code:</b>	200909
<b>Reference:</b>	Academy – student name and surname





## SECTION D: Declaration

I, \_\_\_\_\_ (Full name of account payer) hereby declare that I accept full responsibility for the payment of the course fee and agree to, read and understood the payment and cancellation terms and conditions.

### Student:

\_\_\_\_\_  
First name                      Surname                      Signature                      Date (dd/mm/yyyy)

### Account payer (if different from student):

\_\_\_\_\_  
First name                      Surname                      Signature                      Date (dd/mm/yyyy)

### PLEASE NOTE:

- The enrolment form and proof of payment is to be e-mailed to [info@terrafirma-academy.com](mailto:info@terrafirma-academy.com).  
Alternatively it can be faxed to: 021 300 1621
- All courses are given in English