



P.O. Box 1479
 Corner of Schwabe and Stein Street
 Klein Windhoek | Namibia
Tel: +264 (0) 61-417301 | **Fax:** +264 (0) 61-224534
e-mail: training@cifnamibia.com | www.cifnamibia.com



Construction Industries Federation of Namibia

COURSE BOOKING FORM

Course			
Date:			
City:			
Company Name		Physical Address	
Company VAT No.		E-Mail Address	
Company Registration No.		Telephone	
Postal Address		Fax	
NAME	SURNAME	ID NUMBER	MOBILE NO

REGISTRATION:					
Registration Fee	N\$	VAT	N\$	Total Fee	N\$
Number of Delegates		Delegates		N\$	
Please select: CIF Member (Yes / No)					

I confirm that the above-listed person(s) have been booked to attend the above-mentioned course. I also confirm that as duly authorised designate I have read and I accept the terms and conditions related to the booking and payment for this course.

Full Name		Position		Date	
Direct Tel		Mobile		Signature	
Direct Fax		E-Mail			

Conditions

Cancellation by Client: The client refers to the company making the booking on behalf of their employees. If the client has registered an employee for any of our courses, and the client or the employee would need to cancel, the CIF must be notified 20 working days before the scheduled training, to ensure full reimbursement of the registration fee.

For any cancellation notice received 10 and 20 working days before the scheduled training, a cancellation fee that is equal to 50% of the registration fee per person, applies. For any cancellations in less than 10 working days before the course date, no reimbursements are possible; and the client must pay the full registration fee for the registered employee.

Please note that the CIF adheres to the stipulated cancellation policy as no-shows or late cancellation will lead to losses for the CIF. All cancellation notices must be sent per e-mail to training@cifnamibia.com. The name & dates of the course you are cancelling must be provided, as well as the full details of the registrant.

Cancellation by the CIF: The CIF reserves the right to cancel or reschedule a course upon 10 working days notice prior to the scheduled training in case there are insufficient number of participants. In this case, the CIF will refund in full any payment made for the scheduled training. Though, please take note the CIF cannot be held responsible for any costs or any other losses, which may result in the event that the CIF needs to cancel or reschedule a class due to insufficient number of participants.

As the CIF needs to rely on third party trainers, The CIF also reserves the right to cancel a course without any prior notice, in the event of unavailability of the scheduled trainer. In this event of cancellation by the CIF, any payment made for the scheduled training will be refunded in full. In this case, the CIF will also reimburse related transportation costs and accommodation expenses for one night, which may result in the event that the CIF cancels or reschedules a class, provided relevant documentation is received by the CIF.