



ONLINE COURSE BOOKING FORM 2019



Please return your completed registration form along with proof of payment to [info@2ko.co.za/](mailto:info@2ko.co.za) (fax) +27 21 426 2746

<u>Full Name</u>		<u>Surname</u>	
<u>ID Number:</u>		<u>Tell Number:</u>	
<u>E-mail address:</u>			
E-mail addresses will be used to provide updates on 2KO Africa Training & confirmation of your registration. Indicate if you wish to receive updates YES NO			
<u>Address:</u>			

2KO Africa CC | Online Training 2019
Contact us on info@2ko.co.za
Tel no: +27 21 426 5300



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<u>Course Date:</u>		<u>Course Name:</u>	
<u>Previous Qualifications/Certificate:</u>		<u>Work Experience:</u>	
<u>Home Language:</u>		<u>English – Poor, Average or Good:</u>	
<u>2KO International Privacy Policy:</u>	2KO Africa is committed to protecting your privacy & the confidentiality of information provided to us. The information you provide is necessary for the processing of your registration & updating your current record with us. The information will be used to contact you regarding registration & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you.		
<u>Expectations of the course:</u>	<ul style="list-style-type: none">• To Learn the program• To write the International Exam• Company sending me on the course• Holiday in Cape Town• Problem to be solved• Other _____		

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<u>Amount payed via EFT:</u>	Account Holder 2KO Africa CC 2005/036923/23 t/a 2KO Africa Trading as: 2KO Africa Account Type: Cheque Bank: First National Bank Branch: Hout Bay Branch Code: 204-009 Account Number: 62333103703 Swift Code: FIRNZAJJ
<u>Invoice Details:</u>	Authorized by: _____ Position: _____ Company Name: _____ Vat number: _____ Order number: _____ Address: _____ _____

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HOW ONLINE TRAINING WORKS

When you enroll, you secure the individual rights to use our training software for up to 12 months. Your private login (username and password) gives you access to all courses that you have paid for. Once you have your username and password to access the courses you have chosen, you can start immediately. You do not need to come to our training centre, as everything is done online from your computer.

At the end of each module there is a review to complete. This helps you to know how well you understand the content. It also helps to know when you are ready to tackle the international certification exam if you plan to go that route - not included in your course fees. Students who purchase packs will see as many as 40 or 50 courses listed under their name and can do any course at any time in any order. We suggest that if you are unsure about the order to take the courses, ask us by emailing 2ko@2ko.co.za

Each time you complete a section (module) of the course, it will be marked as complete. If you pass every quiz in your course with 80%, you qualify for a certificate of mastery.

Once you have completed your course, you can take the international exam. Keep in mind that exams require extra study and we suggest you also try to use exam prep software such as Transcender etc. before tackling the international exam.

2KO Africa is an authorised testing centre for most IT certification exams if you are in Cape Town, but if you are elsewhere in the country/world, you can contact us and we will advise you how to find a test centre closest to you. Each course should take you about 20 to 40 hours. If you spend 10 hours a week studying, you can complete the course in 3 weeks or even sooner. You do not require books or software or anything else. To get your username and password, you need to pay in advance. Payment can be made by bank deposit, EFT, or credit card. Or you can visit us and pay cash. Come and enjoy a cup of coffee on the house.

If you have any more questions, please contact us

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PLEASE NOTE THE FOLLOWING

2KO Africa Booking, Cancellation & Refund Policy:

1. Proof of payment is required before you can start the online course
2. Online course can be started at any time
3. By signing the below, you confirm the course, once you have started the course NO refunds will be accepted
4. Cancellation of course within 7 days, without access the course will be refunded at 50% of the course fee

2KO Africa Privacy Policy:

2KO Africa is committed to protecting your privacy & the confidentiality of information provided to us. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations, a range of current & future development opportunities, & other prospective events that may be of interest to you.

Declaration

By signing this form, I agree to be bound by the terms of the Charter, Statutes, Or Statutes, Ordinances and Regulations of the Training Centre

<i>[Signed]</i>	<i>[Print Name]</i>	<i>[Date]</i>
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