



You reap the benefits through our courses!

How our course bookings work:

Step 1: Phone, email, walk-in or browse our website for information

Step 2: Complete the enrolment form for each learner and send it back to us via email or fax.

Step 3: We issue you with a **QUOTE/ENROLMENT** for the course you like to do. Please supply all details and VAT number if your company is paying the account. On acceptance – **You will be scheduled to do the training. Please advise us if you do not accept the quote.**

Step 4: Please make your payment using the **quote reference** as on the quote. **AS SOON AS WE RECEIVED YOUR PAYMENT WE WILL SEND YOU AN OFFICIAL INVOICE REFLECTING THE SAME INFORMATION AS PER YOUR QUOTE. To secure your booking you must make a minimum payment of 50% and pay the balance last day of the 2nd month. We need full payment before the training program starts. You may schedule yourself on a date to allow you to make the payment instalments.**

Step 5: Prior to your course date, we'll email you **Directions** course information and time confirmation. Normally it is from 8:00 AM – 13:00 PM for the duration of the program. Take it with you on Monday morning.

Step 6: Attend the training program on your scheduled date at your booked venue. Should your plans change and you can no longer attend the training as scheduled **PLEASE** let us know in writing 4 days Prior the course by email that you can no longer attend and give us an alternative date to move you to the next course. **PLEASE NOTE** your price quoted is valid for the date that you selected. To Secure the price you need to pay the course in full before you do the training. **A LATE CANCELLATION FEE OF R2000 WILL BE APPLICABLE.**

Step 7: ENJOY YOUR TRAINING – YOU REAP THE BENEFITS!

110 Mandela President Street, Ext10 Witbank 1035

Tel: 013 656 4408 / 013 656 4795 / 072 803 1514

Email: loko@telkomsa.net | **Website:** www.loko.co.za

Accreditation No: FPM21/PRPACC-038

Loko Seweng School & Training Academy

Is a registered training provider with FP&M Seta



IMPORTANT INFORMATION PLEASE READ

NB: Payment can be made using the QUOTE number as your Reference.

Once we have received the payment a TAX INVOICE will be send to you.

Please Supply us with valid email address / fax number to forward information to you.

- 50% payment to be made to confirm booking. Balance to be settled on the last day of the 2nd month.
- If you do not attend on the booked date or move more than 3 times no refund will be granted.
- Cancellations must be made, in writing, at least 4 days prior to the start of the course or the penalty of R2000 will become applicable.

Please complete the application form and email to loko@telkomsa.net.

BANK DETAILS

BANK: FNB ACCOUNT HOLDER: LOKO TRADING ACCOUNT NO: 62877212713 BRANCH CODE: 270450

110 Mandela President Street, Ext10 Witbank 1035

Tel: 013 656 4408 / 013 656 4795 / 072 803 1514

Email: loko@telkomsa.net | **Website:** www.loko.co.za

Accreditation No: FPM21/PRPACC-038

Loko Seweng School & Training Academy

Is a registered training provider with FP&M Seta

