Mediation: 5-Day Online Foundation Course

ENROLMENT FORM

(Note: Please complete 1 form per student)

NOTE: When completing this Enrolment Form, please have reference to the course brochure for further details.

WHERE DID YOU HEAR ABOUT THE ASSOCIATION OF ARBITRATORS (SOUTHERN AFRICA) NPC'S (the Association) MEDIATION COURSES?

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NOTE: Please send your completed Enrolment Form to Michelle Venter, email: michelle@arbitrators.co.za
Upon receipt of your tax invoice, make payment referencing the corresponding invoice number and email proof of payment.
Your enrolment will be confirmed by a receipt of payment.

BANKING DETAILS:

Account holder:	The Association of Arbitrators (Southern Africa) NPC		
Bank:	First National Bank Ltd	Current account number:	628 138 641 06
Branch:	Sandton City	Branch code:	254 605

Date	Closing Date for Enrolment	Cost Incl. VAT	Register ✓
19 to 23 April 2027	15 April 2027	R15 000.00	☐

PERSONAL DETAILS: [1]

NOTE: Please state your full names as contained in your Identity/Passport Document.

Title:		Physical Address:			
Surname:	.....		.....		
Other Names:	.....	Province:	.....	Code:	.....
Preferred Name:	.....	Country:	.....		
Gender:		Postal Address:			
ID/Passport No.:	.....		.....		
Date of Birth:	.....	Province:	.....	Code:	.....
Nationality:	.....	Country	.....		
Tel. (Work):	.....	Tel. (Home):	.....		
Mobile No.:	.....	Email Address:	.....		
Industry Sector:	.....				

MEMBERSHIP DETAILS: [2]

Association Member?	Yes: ☐	No: ☐	Membership No.:	.....	

SOCIAL MEDIA:

NOTE: We would like to connect with you on social media, which may include your profile being shared with our extensive network of professional connections on various social media platforms. This is an ideal opportunity for you to gain exposure to over 30 000 professionals.

Do you grant permission to the Association to share your social media profile/s and/or any related posts?	Yes: ☐	No: ☐	

If 'Yes', please provide the URLs of your social media profiles so that we can follow you on social media. Mark as 'N/A' should the social media platform not apply to you.

LinkedIn:	.....	Facebook:	.....
X (Twitter):	.....	YouTube:	.....

[1] The Association will not share your personal data without your consent. However, in processing your personal data, the Association may share it with third party processors such as payment processors, email management and distribution tools, and/or data storage providers.

[2] For Membership Application Forms, please contact: coursecoordinator@arbitrators.co.za or click here to visit the Association's website.

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APPOINTMENT/NOMINATION DETAILS:

NOTE: Irrespective of whether you grant or refuse permission for the Association to disclose your personal information, we require the information below for the effective administration of the Association's internal mediation nomination/appointment processes. Your certification as mediator, after successful completion of the course, can only be processed upon receipt of the information requested below.

The preferred title, name/initials, surname and suffix under which you prefer to be addressed:	
The telephone number/s at which you prefer to be contacted:	
The email address/es at which you prefer to receive correspondence:	
Your primary profession (for example: quantity surveyor, attorney, advocate, architect, chartered accountant, etc.):	
Your primary geographical location (for example: Botswana, Gauteng, Western Cape, Namibia, etc.):	
Your status/seniority within your primary profession (for example: senior counsel, professional engineer, etc.):	
Your years of experience in your primary profession:	
Your preferred field/s of nomination/appointment in mediation proceedings (for example: no appointments, no preference, construction, contractual, general commercial, banking, RAF, medical negligence, family law, etc.):	

INVOICE DETAILS:

NOTE: In order to receive a VAT invoice, the details below must be completed in full.
Mark "VAT Reg No." as "N/A" if the invoice is to be made out in your personal name and you are not registered as a VAT vendor.

Company:			
VAT Reg. No.:		**Physical Address:**	
Attention:			
Email:		**Province:**	**Code:**
Tel. No.:		**Country:**	

CONFIRMATION:

☐ **I accept the Terms and Conditions for the Association of Arbitrators (Southern Africa) NPC as stated below.**

Signature:[3] **Date:**

TERMS AND CONDITIONS:

Cancellation Terms

The Association will refund all course fees where (i) the Association has refused admission for whatever reason; (ii) where a course is cancelled by the Association; (iii) where the Association has not been able to hold an online course because of technical impediments; or (iv) where written notice of withdrawal has been received five (5) or more business days before the event. The Association reserves the right, in situations (ii) and (iii), to reschedule a course and to allocate all receipts to the rescheduled course. A delegate who withdraws from a rescheduled course will be refunded in full. Where withdrawal is less than five (5) business days before a course, the course delegate may either (i) nominate a substitute delegate or, (ii) in the event of an online course, attend another Association online course within six (6) months of the relevant course. Cancellation notifications and elections should be sent to michelle@arbitrators.co.za. No refunds will be paid to any course delegate who fails to attend the course or leaves a course early for any reason, including, but not limited to a delegate experiencing connectivity issues.

Deferment

- Any delegate who wishes to defer their enrolment to a course at a later date will be liable for payment of a deferment fee, being 20% of their current fee, before being confirmed on the next course.
- A delegate who wishes to defer a course is permitted to do so to the next available course. Should the delegate fail to complete the course to which they have been deferred, the delegate will be required to pay the full course fees in order to complete the course.

Payment Terms

Payment for a course should be received at least 5 business days prior to the start of the course (no matter whether the course is online or in-person) in order to guarantee your place on the course. Payment can be made (i) into the Association's bank account specified above. Proof of payment should be emailed to michelle@arbitrators.co.za. The Association reserves the right to refuse admission to any course.

[3] If you wish to set up a digital signature, click here. Once you have set up your digital signature, you can thereafter sign all future electronic documents securely.

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TERMS AND CONDITIONS:

Event Starting Time	The course will start at the exact advised time and the online course will be locked for security purposes. No delegates will be allowed to enter the course after the online course has been locked. Please ensure that you sign into the online course timeously.

Postponement of Event	• Part of the benefit of the Association's courses comes from the interaction between delegates. Should the Association believe that the number of delegates for any course is insufficient for this purpose, the Association reserves the right to:
	  • Postpone the course to a later date; and
	  • Refund in full any payments received from delegates should the delegates not wish to attend the postponed course.
	• Should connectivity challenges be experienced at the time of the course, the Association reserves the right to postpone the course to a later date and the same refund conditions will apply.

Copyright	All course- and related materials constitute intellectual property of the Association and may not be copied or distributed without the Association's prior written permission.
Protection of Personal Information (POPIA)	• The Association will not share your personal information without your consent. However, in processing your personal information, the Association may share it with third party processors such as payment processors, email management and distribution tools, and/or data storage providers, and also with the Society of Mediators (SoM). • By signing this Enrolment Form you agree to the Association transferring your personal information to the SoM in London. This personal information will include, without limitation, your: • Name/s; • Surname; • Email address; and • Contact number. • Click **here** to refer to SoM's Data Protection Policies.
Disclaimer	• **The Association's courses and the notes handed out thereat are intended for general training purposes only and do not constitute professional advice.** • **Delegates agree that the Association shall not be responsible for any injury to, or death of, any person or the loss or destruction of, or damage to any property on the Association's premises, whether arising from fire, theft or any cause, and by whomsoever caused or arising from the negligence (gross or otherwise) or wrongful acts of any person in the employment or under delegation or instruction of the Association.**
Non-variation / Relaxation	No variation of these terms and conditions shall be of any force or effect unless reduced to writing and signed by the student and a duly authorised representative of the Association. No failure of the Association to insist upon strict compliance with any of these terms or conditions shall constitute a waiver of or otherwise limit any of the Association's rights or remedies.

NOTE:

- **Please submit your completed Enrolment Form to Miss Michelle Venter (Financial Manager) at michelle@arbitrators.co.za;**
- **A link to the online course will be emailed to each student, who has enrolled and paid in full, starting one (1) day prior to the date of the course. Students will receive an email from Mr Jonathan Dingle, addressed to the email address stated under the 'Personal Details' section of this Enrolment Form. Please check your spam mailbox should you not receive the said email.**

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