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| <h1>Booking Form</h1>  |  |  |  |
| <p><b>This is the only document to be used for all categories of STCW training required, kindly enquire should there be uncertainty about a particular training course</b></p> |  |  |  |
| Company Name:  |  | Country:   |  |
| Authorised Representative Name:  |  | Title:   | <div>Mr</div> <div>Mrs</div> <div>Ms</div> |
| Company Address:   |  |  |  |
| Contact Email:   |  | Mobile:  |  |
| Candidate Name & Surname   |  | Passport # and Nationality   |  |

## STCW Course/s required, including Ship Cook:

| #  | Course Name: | Available Date: |
|----|--------------|-----------------|
| 1. |              |                 |
| 2. |              |                 |
| 3. |              |                 |
| 4. |              |                 |
| 5. |              |                 |
| 6. |              |                 |
| 7. |              |                 |
| 8. |              |                 |
| 9. |              |                 |

## KSGM Terms and Conditions

### Khoi San Global Marine Terms and conditions:

- Your Registration will be deemed received upon receipt of this form or an email booking confirming or signing a registration document.
- This registration form is to be completed for each candidate and forwarded via return email to KHOI SAN GLOBAL MARINE (KSGM) of email: [training@khoisanglobalmarine.co.za](mailto:training@khoisanglobalmarine.co.za) , to request registration of course /s with anticipated date/s.
- Your confirmation of the booking date/s for the course /s will be confirmed by KSGM via email.
- A Non-Refundable booking fee/Deposit of 20% will be charged to secure candidates` booking as confirmed for said course/s.
- Full payments for the training course /s per candidate **MUST** be paid, to reflect in our business banking account as cleared available funds, 31 (thirty-one) days prior to commencement of course/s.
- Cancellations of bookings via email correspondence dated **within 10 (ten) days** (*inclusive of weekends*) prior to commencement of the training course /s will result in forfeiture of full training course /s payments made.
- As there may be certain courses that are not available at all our academies, we usually, under our bilateral agreements exchange candidates with our **facilities partners in the area at no additional cost**.
- The candidates applying for training course /s **MUST** be English proficient, medically fit, not colour blind and have valid sea service records, which is to be confirmed with registration. Documented proof to be presented on the first day of the training course /s.
- Candidates should be mindful that no absenteeism will be tolerated, and, due to our tight schedules with our lecturers, lecture rooms, no additional tuition be given to candidates missing lectures as such.

## Drugs and Alcohol

- ❖ Khoi San Global Marine (KSGM) has a zero-tolerance policy with regards to alcohol and drugs. Hungover or

intoxicated learners will be sent home after a breathalyzer test. Candidates should be mindful that no unruly, drunken, intimidating behavior and vulgar language will be tolerated at all times whilst candidates are in and around the premises of KSGM training academies. Such candidates will summarily be reported to the local law enforcement agencies

**Khoi San Global Marine ensures that all personnel will:**

- ❖ Be treated in a courteous manner.
  - ❖ Receive all training in a safe and controlled environment by qualified Facilitators.
  - ❖ Have competence assessed by trained and qualified Assessors
  - ❖ Understand your rights as a learner.
  - ❖ Abide by all safety instructions given by a Facilitator / Assessor
- At Completion of said course/s, a Certificate will be issued at of training course/s candidate has completed, for submission, should candidates so require, to SAMSA for SAMSA accreditation of said candidate.

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|---|-------|
| <b>I HEREBY ACCEPT THE ABOVE TERMS &amp; CONDITIONS &amp; CONFIRM THAT I AM AUTHORISED TO SIGN THIS BOOKING FORM AS THE RESPONSIBLE PERSON FOR ALL PAYMENTS</b> | Name: |
| Authorised Candidate`s Representative:  | Date: |