



SOUTH AFRICAN
CENTRE FOR EXCELLENCE

2025 Application Form

Kindly complete this application form in typed or neatly handwritten English and submit it to ILI-SACE via email at admin@ili-sace.org.

(1) Personal Information		
Surname		
First Name		
Other Names	Gender	M / F / Other
Please PRINT your name as you would like it to appear in your certificate		
Title of training programme/ course for which you are applying and dates		
Location	Johannesburg <input type="checkbox"/> Cape Town <input type="checkbox"/> Online <input type="checkbox"/>	
Email Address	Mobile Phone	Work Phone

(2) Occupation

Name of Organization/ Company

Position

Organization/ Company Physical Address

Organization/ Company Email Address

Describe your current job responsibilities and professional experience relating to the training programme. *(Please attach a copy of your curriculum vitae)*

Please explain your reason for applying for this programme, how it relates to your work and what you anticipate to derive from it in furthering your current responsibilities.

(3) Marketing Information

How did you learn about ILI-SACE? (Tick the best alternative(s))

ILI-SACE Website LinkedIn TikTok Facebook X (Former Twitter) Newspaper Ad Training manager/Office Google Ads/ Online Brochure Alumni
Other (Please specify)

How would you prefer to receive updates about ILI-SACE's activity?

ILI-SACE Website Email Newsletter LinkedIn TikTok Facebook
Other (Please specify):

(4) Payment Information

Course Fees: The 2025 calendar course fees are specially discounted and applicable only for this year. These discounts are subject to terms and conditions outlined in this and the following section. The course fees cover programme facilitation, administration, ILI-SACE certification, and training materials. Please note that the fees do not include internet connectivity or related costs for online programmes or transportation and accommodation costs for in-person classes.

Official Nomination Form (Optional)

Official nominations to be completed by an authorized official of the nominating agency/ organization (or by the applicant if self sponsored):

TERMS & CONDITIONS ON BEHALF OF ILI-SACE

The Candidate's agency or firm hereby agrees to the following conditions:

- **Payment Terms:** Full payment is required before the commencement of any programme. To qualify for the 2025 special discounted fees, **payments must be made at least 14 days prior to the start of the programme.** The Institute reserves the right to deny admission to any training programme if proof of payment is not provided prior to the programme's commencement.
- **Fee Surcharge:** The ILI-SACE 2025 programme fees are significantly discounted and apply exclusively to programmes offered in the 2025 calendar year. Payments made less than 14 days before the start of the programme or will incur a \$250 surcharge.
- **Sessions:** Unless otherwise stated, sessions are scheduled as follows:
 - Monday to Thursday: 9:30 AM – 3:30 PM (with breaks for tea/coffee and lunch)
 - Friday: 9:30 AM – 12:30 PM
- **Cancellations, No Shows and Transfers:**

- **Cancellations:** Written notice of cancellation must be received at least 14 days prior to the programme's start date to avoid penalties. Cancellations received less than 14 days before the start of the programme, or failure to attend ("no-shows"), will result in the full tuition fee being charged.
- **Transfers:** Requests to transfer enrollment to another training programme must be submitted in writing and will be considered on a space-available basis. Transfers requested less than 14 days before the start of the programme are subject to approval at the sole discretion of ILI-SACE.

While the Institute makes every effort to conduct the programmes as listed, ILI-SACE reserves the right to postpone or cancel a programme should it not realize the minimum number of confirmed participants, or in case of any other unforeseen event. In the event of a cancellation on the part of ILI-SACE, payment may be applied towards another 2025 or 2026 programme running at the Institute. In the case of a postponed or canceled programme, ILI-SACE will not be responsible for covering costs that may be incurred by Clients.

- **Full Time and Attention:** The nominating agency/organization agrees that the participant will not be assigned any duties or responsibilities during the training period (including live sessions for online programmes) that would interfere with their ability to fully participate in and devote their attention to the programme.

ILI-SACE will not provide refunds for any participant who is recalled, leaves or does not attend the training for any reason **after** the commencement but before the conclusion of the training programme.

- **Intellectual Property:** All intellectual property rights in the materials distributed by the Institute in connection with this programme are expressly reserved, and any unauthorized duplication, publication or distribution is prohibited.
- **Certification:** ILI-SACE requires that programme participants attend all training sessions. Any participant absconding more than the stated minimum sessions per programme **shall not** receive certification for the programme. **For online programmes, participants will receive serialized electronic certificates.**

The authorized representative of the nominating agency/organization, or the applicant themselves, hereby guarantees that full payment will be made to ILI-SACE, including any applicable late fees as outlined in the payment terms.

Nominating Organization/ Agency/ Company:

Name and Position of nominating official:

E-mail Address: _____ **Tel:** _____

Signature: _____

Date: _____

Kindly complete this application form in typed or neatly handwritten English and submit it to ILI-SACE via email at admin@ili-sace.org.

