



SOUTH AFRICAN
CENTRE FOR EXCELLENCE

Complete this application form in typed or legibly written English and submit to ILI-SACE via e-mail
admin@ili-sace.org

PERSONAL INFORMATION

Surname	First name	Other name(s)	Gender
Please PRINT your name as you would like it to appear in your certificate			
Title of training programme for which you are applying and dates			
Location will be in Johannesburg			
Mobile Telephone	E-mail Address	Office Telephone	
Name of Organization/Company		Position/Title	
Organization/ Company Physical Address			
Organization's E-mail 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.

How did you learn about ILL-SACE? (Tick the best alternative(s) and specify your resource as appropriate.)

- ILL-SACE Website
- Facebook
- Newspaper Ad
- Training manager/office
- Google Ads/ Online Brochure
- LinkedIn.....
- Twitter.....
- Alumni.....
- Other (Please specify)

Payment Information

Course Fees: The 2023 calendar course fees are specially discounted, applying only this year. They are subject to terms and conditions detailed in this and the next section. Course fees include the cost of programme facilitation and administration, ILI-SACE certification, training materials as well as, for in-person training, tea/coffee on training days and stationery. Please note that fees do not include the cost of participant per diem, accommodation, transport to and from the training venue, air tickets, any main meals (breakfast, lunch and dinner) or internet connectivity and related costs for online programmes.

Official Nomination

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

TERMS & CONDITIONS

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

- **Location:** In-person programmes will be held in Johannesburg.
- **Payment Terms:** Full payment is required before the commencement of a particular programme. For the 2023 special fees to apply, fees must be paid at least 21 days prior to the start of the programme. The Institute reserves the right to refuse admission to the Training where proof of payment has not been received prior to commencement of the Training.
- **Fee Surcharge:** The ILI-SACE 2023 programme fees are significantly discounted. Fees must be paid at least 21 days prior to the start of the program or will attract a \$250 surcharge.
- **Sessions:** Unless otherwise indicated, In-person sessions run from 9.30 am- 3.30 pm (Mondays-Thursdays) and 9.30 am -12.30pm (Fridays) with breaks for tea/coffee and lunch. Online sessions run as live two-hour sessions (11.00 am- 1.00 pm SAST, 4.00 - 6.00 pm SAST, or as will be determined.
- **Faculty:** Faculty, including for the in-person programmes, may facilitate in-person, remotely via Zoom into the class of participants, or apply a blended in-person and online approach.
- **Cancellations, No Shows and Substitutions:** Cancellation of attendance must be received in writing at least 14 days prior to commencement of the seminar. Cancellation received less than 14 days before the commencement of the seminar or "no shows" will be charged the full tuition fee. Requests for transfers to other training programmes received less than 14 days prior to the commencement of the paid-for training will be permitted on a space-available basis and 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 2023 or 2024 programme running at the Institute. In the case of a postponed or cancelled programme, ILI-SACE will not be responsible for covering airfare, accommodation or other costs that may be incurred by Clients.

- **Full Time and Attention:** The nominating agency/organization agrees not to give the participant any duties and assignments to perform during the training (this includes during the live-sessions for online programmes) that would prevent the Candidate from devoting their full time and 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.

South Africa Office: 11 Alice Lane- 8th Floor, Bowmans Building, Sandhurst, Johannesburg, South Africa

• Tel: (010) 036 3705 • Email: admin@ili-sace.org

Web: www.ili-sace.org

- **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 official of the nominating agency/organisation hereby guarantees that full payment will be made to ILI-SACE on behalf of the candidate, subject to any late fees as stated above.

Nominating agency/organisation: _____

Name and Position of nominating official: _____

E-mail Address: _____ Tel: _____

Signature: _____ Date: _____

Applications will not be accepted without the signature of the nominating official.