



SOUTH AFRICAN  
CENTRE FOR EXCELLENCE

**ILI – SOUTH AFRICAN CENTRE FOR EXCELLENCE (ILI-SACE) PRESENTS THE  
2022 HOW TO BE A SUCCESSFUL 21<sup>ST</sup> CENTURY IN-HOUSE COUNSEL**

**APPLICATION FORM**

*Thank you for your interest in the above-captioned programme. Please 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			

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 ILI-SACE? (Tick the best alternative(s) and specify your resource as appropriate.)
- ILI-SACE Website .....
  - ILI-SACE Facebook .....
  - Newspaper Ad .....
  - Training manager/office .....
  - Google Ads/ Online Brochure .....
  - ILI-SACE LinkedIn.....
  - Twitter.....
  - Alumni.....
  - Other (Please specify) .....



### Payment Information

**Course Fees: The 2022 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 and training materials. Please note that fees do not include the costs for internet connectivity and related costs for online programmes.

### Official Nomination

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 a particular programme. For the 2022 special fees to apply, fees must be paid at least 14 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 2022 programme fees are significantly discounted, apply only in 2022 to calendar year programmes. Fees must be paid at least 14 days prior to the start of the program or will attract a \$250 surcharge.
- **Sessions:** Unless otherwise indicated, 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.
- **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 2022 or 2023 programme running at the Institute. In the case of a postponed or cancelled 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 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.

- **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 or the applicant himself/herself hereby guarantees that full payment will be made to ILI-SACE, subject to any late fees as stated above.**

*Nominating*

*agency/organisation:* \_\_\_\_\_

*Name and Position of nominating official:* \_\_\_\_\_

*E-mail Address:* \_\_\_\_\_ *Tel:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

