



# Mediation: 5-Day Online Foundation Course (CPD No. SoM-2513)

## 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?

**NOTE: Please send your completed Registration Form to Michelle Venter, email: [michelle@arbitrators.co.za](mailto:michelle@arbitrators.co.za)  
Upon receipt of your tax invoice, make payment referencing the corresponding invoice number and email proof of payment.  
Your registration 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 ✓
21 to 25 July 2025	18 July 2025	R13 800.00	

### PERSONAL DETAILS:<sup>1</sup>

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

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

### MEMBERSHIP DETAILS:<sup>2</sup>

<b>Association Member?</b>	<b>Yes:</b>	<b>No:</b>	<b>Membership No.:</b>
	.....	.....	.....

### 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.**

<b>Do you grant permission to the Association to share your social media profile/s and/or any related posts?</b>	<b>Yes:</b>	<b>No:</b>
	.....	.....
<b>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.</b>		
<b>LinkedIn:</b>	.....	<b>Facebook:</b>
<b>X (Twitter):</b>	.....	<b>YouTube:</b>
	.....	.....

<sup>1</sup> 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.

<sup>2</sup> For Membership Application Forms, please contact: [coursecoordinator@arbitrators.co.za](mailto:coursecoordinator@arbitrators.co.za) or click [here](#) to visit the Association's website.

INVOICE DETAILS:	
<b>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.</b>	
Company:	.....
VAT Reg. No.:	Physical Address:
Attention:	.....
Email:	Province: Code:
Tel. No.:	Country: .....
.....	
CONFIRMATION:	
Signature: <sup>3</sup>	I accept the Terms and Conditions for the Association of Arbitrators (Southern Africa) NPC as stated hereunder and contained in Enrolment Form. Date:
.....	
TERMS AND CONDITIONS:	
<b>Cancellation Terms</b>	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 issues at the Association; 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 within the next thirty (30) business days 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 course that the delegate registered for. Cancellation notifications and elections should be sent to <a href="mailto:michelle@arbitrators.co.za">michelle@arbitrators.co.za</a> . No refunds will be paid to any course delegate who fails to attend the course or leaves a course early in any other circumstance, including, but not limited to, situations where a delegate experiences connectivity issues.
<b>Payment Terms</b>	Payment for a course should be received on or before the business day preceding the start of the course or, in the case of a physical course, at the course itself. Payment can be made (i) into the Association's First National Bank account 62813864106; (ii) by credit card, or (iii) into another account specified on the course enrolment form. Proof of payment should be emailed to <a href="mailto:michelle@arbitrators.co.za">michelle@arbitrators.co.za</a> . The Association reserves the right to refuse admission to any course.
<b>Event Starting Time</b>	The course will start at the exact advised time and the online course will be locked for security purposes. No attendee will be allowed to enter the course after the online course has been locked. Please ensure that you sign into the online course timeously.
<b>Postponement of Event</b>	Part of the benefit of the Association's courses comes from the interaction between attendees. Should the Association believe that the number of attendees for any course is insufficient for this purpose, the Association reserves the right to: <ul style="list-style-type: none"> <li>Postpone the course to a later stage; and</li> <li>Refund in full any payments received from attendees should the attendees not wish to attend the course;</li> <li>Cancel subject to COVID-19 pandemic travel regulations in South Africa.</li> </ul> Should bandwidth connectivity difficulties be experienced at the time of the course, the Association reserves the right to postpone the course to a later stage.
<b>Copyright</b>	All materials Copyright © Association of Arbitrators (Southern Africa) NPC. All rights reserved. Not to be copied or used for any other purpose without written permission from the Association.
<b>Protection of Personal Information ("POPIA")</b>	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 SoM in London. This Personal Information will include your: <ul style="list-style-type: none"> <li>Name/s;</li> <li>Email address; and</li> <li>Surname;</li> <li>Contact number.</li> </ul> Click <a href="#">here</a> to refer to SoM's Data Protection Policies.
<b>Disclaimer</b>	<b>The Association's courses and the notes handed out thereat are intended for general training purposes only and do not constitute professional advice.</b> <b>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.</b>
<b>Non-variation / Relaxation</b>	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 not constitute a waiver of or otherwise limit any of the Association's rights or remedies.
<b>NOTE:</b>	
<ul style="list-style-type: none"> <li><b>Please submit your completed Enrolment Form to Miss Michelle Venter (Financial Manager) at <a href="mailto:michelle@arbitrators.co.za">michelle@arbitrators.co.za</a>;</b></li> <li><b>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.</b></li> </ul>	

<sup>3</sup> If you have not already set up your digital signature, click [here](#) to do so now. Once you have set up your digital signature, you can thereafter sign all future electronic documents securely.