



Academy of Wine & Spirits

E-mail: info@academyofwineandspirits.co.za

Web: www.academyofwineandspirits.co.za



Booking Form

Kindly ensure you complete and return the following 3 pages of the application form, when registering:

Please complete using **BLOCK CAPITAL LETTERS**.

Please ensure that you read the booking conditions and email the completed form to info@academyofwineandspirits.co.za or fax: 086 559 7329 or 021 889 7391

Academy of Wine and Spirits is the Approved Programme Provider of WSET courses

SECTION A YOUR DETAILS

First Name:				Male or Female:	
Title and Surname:					
Date of Birth (Required for exam booking):		Day:		Month:	
				Year:	
ID / Passport Number & Country of issuing:					
Tel Number (daytime/evening):					
Email Address:					
LinkedIn/Facebook/Twitter account name:					
Employer:			Position:		
Physical Address:			Area/Town		
			Postal Code:		
Postal Address			Area/Town Postal code		

SECTION B COURSE DETAILS (tick where appropriate)

WSET Level 1 Award in Wine Service	<input type="checkbox"/>	R 2500,00
WSET Level 1 Award in Wines	<input type="checkbox"/>	R 2500,00
WSET Level 1 Award in Spirits	<input type="checkbox"/>	R 2500,00
WSET Level 2 Award in Wines & Spirits	<input type="checkbox"/>	R 7200,00
WSET Level 2 Award in Spirits	<input type="checkbox"/>	R 7500,00
WSET Level 3 Award in Wines	<input type="checkbox"/>	R 12900,00
Coming Soon:		
Correspondence WSET Level 1 any of the 2: (Wines & Spirits)	<input type="checkbox"/>	TBA
Correspondence WSET Level 2 any of the 2: (Wine & Spirits, Spirits)	<input type="checkbox"/>	TBA
Correspondence WSET Level 3 any of the 2: (Wine & Spirits, Spirits)	<input type="checkbox"/>	TBA

Course prices are reviewed **every six months**

Please contact us if you are paying from a bank account outside of South Africa

More details to these specifications <http://www.wsetglobal.com/qualifications/default.asp>

Tel: STB: +27 21 889 8844
Fax: STB: +27 21 889 7391

JHB: +27 11 024 3616
JHB: +27 86 559 7329

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Start date of Course:			
Venue:	<input type="checkbox"/>	Johannesburg	<input type="checkbox"/>
			Stellenbosch

SECTION C PAYMENT

Please use your name as a reference when making payment and send a proof of payment.

BANK	Nedbank	ACCOUNT NAME	Academy of Wine and Spirits
ACCOUNT NUMBER	113 689 3083	BRANCH CODE	198 765
ACCOUNT TYPE	Cheque	REFERENCE	<i>your name</i>
SWIFT CODE	NEDSZAJ		

SECTION D TERMS & CONDITIONS

1. Full payment must accompany the booking form and places will only be confirmed once payment is received.
2. Bookings will only be accepted on valid forms with signed/agreed student declaration.
3. Cancellations of confirmed places are accepted up to 12 working days prior to the start of the course. An administration fee of R500 will be deducted and the remainder of the course fee refunded to the payee.
4. If a confirmed course booking is cancelled during the 12 working days prior to the start of the course, or at any time after the start of the course, no refund or transfer of the course fees will be made.
5. Transfers of a confirmed booking either to another course or applicant can be made up to 12 working days before the course start date on payment of a R500 admin fee plus the cost of any additional study materials which may be applicable. Transfers cannot be carried forward to the next academic year and are subject to availability.
6. Examination dates are fixed to the course onto which you book and any transfer to an alternative date will incur an administration fee of R500, as well as an extra examination fee.
7. Course fees will be refunded in full if Academy of Wine and Spirits changes a course date or cancels a course. Notification will be made no less than 3 working days prior to the planned start date of the course.
8. A South African postal address is required as certificates and pins for successful students are sent by Post Office Registered service which has to be signed for upon receipt.
9. If your certificate and pin is returned uncollected, you can either collect it from us in Stellenbosch or Johannesburg, or we can send it via a local courier service at an additional cost of R400.
10. All course materials are provided in the classroom except for Distance Learning students where course materials will be couriered. The courier cost is included in the course fee where the destination address is within South Africa, however, there will be a small additional cost should the student require the course materials dispatched outside of South Africa. Course materials for Level 2 and Level 3 should be read in advance.

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11. Course payments made from overseas accounts must equate to the South African Rand equivalent with all banking fees for the student's own account.

I have read and understood the terms and conditions on cancellations, refunds and transfers above. I understand that all courses are subject to minimum numbers and the Academy of Wine and Spirits reserves the right to change tutors, venues, reschedule, cancel, close or combine courses if necessary.

As a WSET APP we have signed a book of policies, which includes a policy for special learning requirements, which is available for you to access and make advanced adjustments.

Tick here, and we will send you the necessary details.

I have read the specifications manual of the selected course.

Signature: _____ Date: _____

SECTION E INVOICE DETAILS OF EMPLOYER

If you wish us to **invoice your employer**, please complete the details below. The request **MUST BE** signed by a manager who may authorize payments.

Company Name: _____

Address: _____

Tel Number: _____ V.A.T. Number _____

Purchase Order Number: _____ Fax Number: _____

Manager's email address: _____

Manager's Name: _____ Manager's Signature: _____

Reference for course: _____
(venue ; date ; surname of student)

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GENERAL

BOOKING:

- To join one of our courses **complete and return the booking form** above (section A to E), together with confirmation of your payment.
- Remember to specify the chosen starting date and venue.
- Should you prefer to make payment via credit card, please advise us and we will send you the particular format.

LECTURE 1 – ARRIVAL:

- Arrive 10 – 15 minutes before the starting time of the course to facilitate registration.
- Remember to bring a pen or pencil and extra paper should you wish to make additional notes.

ADVISORY:

- Academy of Wine and Spirits promotes responsible use of alcohol. We recommend the use of spittoons supplied at the tastings, to reduce the excessive consumption of wine or spirits during the tastings.
- It is advisable to eat a meal before the start of each class.
- Please don't wear perfume or aftershave when attending the classes – it affects everyone's ability to smell the wine and/or spirit.

DRINKING AND DRIVING RESPONSIBLY

Remember a sober driver is best. The Academy of Wine and Spirits encourages all students to spit. The legal limit is TWO standard units. If you are over the limit please be responsible and make arrangements for your collection.

Below is a list of taxi/designated driver service telephone numbers:

Zebra Cabs JHB: 0861-105-105

Cabs for Women: 0861-777-778

Cab44: 0730379741

Good Fellas: 0861-433-552

Corporate Cabs: 0800 800 800

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