

## EXAM BOOKING

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## PERSONAL INFORMATION

TITLE	<input type="text"/>	COMPANY	<input type="text"/>
NAME & SURNAME	<input type="text"/>		
ADDRESS	<input type="text"/>		
TEL	<input type="text"/>	CELL	<input type="text"/>
E-MAIL	<input type="text"/>		
ID NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>

## EXAM BOOKING INFORMATION

EXAM DETAIL	<input type="text"/>	EXAM DETAIL	<input type="text"/>
DATE	<input type="text"/>	DATE	<input type="text"/>
TIME	08:00 - 12:00	TIME	08:00 - 12:00
VOUCHER NO.	<input type="text"/>	VOUCHER NO.	<input type="text"/>
AUTHORISED BY	<input type="text"/>	COMPANY NAME	<input type="text"/>
DATE	<input type="text"/>	ORDER NO.	<input type="text"/>
		SIGNATURE	<input type="text"/>

## TERMS &amp; CONDITIONS

## 1. STANDARD EXAM CENTRE TERMS &amp; CONDITIONS

- 1.1 Examination bookings are subject to availability
- 1.2 An examination booking form will only be regarded as valid if it contains the following information;
  - 1.2.1 A valid identification number;
  - 1.2.2 A signature.
- 1.3 When a student registers to take any examination at a Netcampus branch, the student will be required to provide an original and valid identification document (ID) that is recognised by the country in which the student is a citizen or permanent resident. In the absence of a formal identification document a driver's license may be accepted and foreign nationals must provide an official Passport. All students are required to provide an original and valid identification document i.e. ID, Driver's License or Passport; each time the student reports to a test centre. It is the student's responsibility to ensure that his/her Identification document is up-to-date and available on the day of the test. Prior to entering the testing room, students are identified and processed for admission by a Test Centre Administrator (TCA), in line with the exam centre admission requirements.
2. This exam booking is provisional. Your booking will only be valid, if accompanied by Proof of Payment or a Company Purchase Order. Final confirmation will be sent, once all of the documents are received.
3. Exam bookings are to be secured at least one (1) week in advance.
4. Exam vouchers should be redeemed within the stipulated validation period.
5. Requests for the postponement of any exam must be made in writing to a Netcampus Exam Center Representative. Microsoft and Peoplecert exam postponements requires five (5) working days notification prior to the original exam booking date. All other exam postponements requires two (2) days notification prior to the original exam booking date. All exam postponement requests will only be considered and accepted as successful once a written confirmation has been received by a Netcampus Representative.
6. Cancellations cannot be made once the appointment is confirmed. All bookings are non-refundable.
7. Please note that exam prices are subject to periodic amendment and are quoted as per the current pricelist at the time. Please familiarise yourself with all standard cancellation and rescheduling exam policies available on our website: [www.netcampus.com](http://www.netcampus.com).
8. Please note that international exam pricing is subject to the fluctuation of the exchange rate.