

# NDT BOOKING PROCEDURE

- Please ensure that you comply with the course access conditions prior to enrolling for the course.
- Refer to the access conditions indicated on the NDT Access Conditions Table.
- Further information is available on the SAIW website: [www.saiw.co.za](http://www.saiw.co.za)
- Full payment is to be made prior to the commencement of the course and exam.
- All prices indicate the combined total for both the training and initial qualification examination costs.
- All prices quoted include VAT.

## PLEASE NOTE

Once we have received all correct documents and payment has been confirmed, you will receive, via email, a "Booking Confirmation Notice" This booking confirmation notice will include the date of the NDT course, venue and full address.

## DOCUMENTATION REQUIRED FOR COURSE ENROLMENT:

1. "Course Enrolment Application Form" – completed in full.
2. Confirmation of full payment.
3. Legible copy of highest academic qualifications (school, college, university, etc.) and / or pass mark in Proficiency Test.
4. Company letter stating delegate's current employment status (if applicable).
5. Legible copy of ID or Passport.
6. When doing any Level 2 or Level 3 course, confirmation of the preceding Level qualification (training record and examination result letter) is required.

## CANCELLATION OF TRAINING

1. The SAIW reserves the right to cancel the holding of a course at short notice, should student numbers not meet our minimum course requirements. Candidates shall be informed of the cancellation two weeks prior to the training start date and arrangements will be made to book the candidate on the next available course. Should the student / applicant decide the alternative arrangement is unsuitable, the full course fees will be reimbursed in these circumstances. Personal costs relating to accommodation and travelling cannot be claimed.
2. If the course booking is cancelled by the applicant less than 30 (thirty) days prior to the training start date, then the cancellation charge will be equal to the full course cost and no refund is applicable.
3. If the course booking is cancelled by the applicant 30 (thirty) days or more prior to the training start date, a cancellation charge of 4% (plus VAT) of the course fees will be charged by the SAIW as an administration fee and the balance of the fees refunded to the applicant. In these circumstances only the balance of the course fees will be reimbursed and no personal costs relating to accommodation and travelling may be claimed by the applicant.

## WHAT YOU NEED TO BRING ALONG:

1. 4 Coloured ID photo's taken within the previous 6 months.
2. Copy of your ID or Passport.
3. Stationery, e.g. pen, pencil, note book, eraser and highlighter and scientific calculator.
5. Copy of the booking confirmation letter.
6. A 100% attendance of the course is a prerequisite for the qualification examination.

## DRESS CODE

Wear long pants, shirt and safety boots. Also consider suitable protective clothing such as overalls for the practical sessions.