

# BOOKING PROCEDURE

- Please ensure that you comply with the course access conditions prior to enrolling for the course
- Refer to the access conditions throughout the prospectus
- 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

Please contact SAIW at [elizabeth.shole@saiw.co.za](mailto:elizabeth.shole@saiw.co.za) should you experience any difficulty with the self-help online registration.

**ALL PRICES QUOTED  
INCLUDE VAT**

## PLEASE NOTE THAT:

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

Please bring your booking confirmation on the first day of your course.

Your place on the course is not guaranteed unless you have the "Booking Confirmation Notice".

## DOCUMENTATION REQUIRED FOR COURSE ENROLMENT:

1. Legible copy of highest academic qualifications (school, college, university, etc.) and / or pass mark in proficiency test (>70%).
2. Legible copy of ID or Passport.
3. Confirmation of the preceding Level qualification (training record and examination result letter) is required, if applicable.
4. CV (where applicable).

## WHAT YOU NEED TO BRING ALONG:

1. Copy of your ID or Passport.
2. Stationery, e.g. pen, pencil, note book, eraser and highlighter and scientific calculator.
3. A 100% attendance of the course is mandatory.

## 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 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.
3. If a student has already attended any portion of the class or course and then decides not to continue, no refund will be granted. In such cases, the student may reschedule and attend the class at a later date, subject to availability and within the applicable rescheduling policy.

# ALL RE-WRITE EXAMINATIONS Booking Procedures

Full payment  
must be made prior  
to the commencement  
of the examination.  
All prices quoted  
include VAT.

## Application Process

All documentation related to re-write examinations should be directed to the Examination & Qualification coordinator in the SAIW Certification Examination Department via email at [ndtrewrite@saiw.co.za](mailto:ndtrewrite@saiw.co.za) for NDT or [weldtechrewrites@saiw.co.za](mailto:weldtechrewrites@saiw.co.za) for all other courses or by phone at 011 298 2128.

The following documents are required:

- The "Examination Application Form" must be completed in its entirety. Special attention must be given to ensuring accurate signatures and providing a valid email address. Candidates attending the training course are required to complete this form on the first day of the course.
- A confirmation of full payment is mandatory for exam registration.
- For NDT Examinations, candidates must obtain a valid vision acuity certificate from a qualified optometrist within six months of the exam date.
- A legible copy of the candidate's ID or Passport is required for verification purposes.

**We appreciate your co-operation and understanding of these policies. If you have any further inquiries or concerns, please do not hesitate to contact the Examination Department.**

## WHAT YOU NEED TO BRING ALONG:

1. Copy of your ID or Passport.
2. Stationery, e.g. pen, pencil, note book, erasure and highlighter and scientific calculator.

## DRESS CODE

### NDT:

Long pants, shirt and safety boots.

### ANY OTHER COURSE:

Long pants, shirt and closed shoes.



# CANCELLATION OF RE-WRITE EXAMINATION Policy

If the minimum required number of students is not met, SAIW Certification retains the right to cancel a scheduled re-write exam on short notice.

Candidates will be duly informed of this cancellation at least two weeks prior to the re-write exam date. Alternate arrangements will be made to accommodate affected candidates in the next available re-write exam. Should the proposed alternative not be suitable for the student/applicant, a full reimbursement of the re-write exam fee will be issued.

**Please note  
that personal  
expenses such as  
accommodation and  
travel costs cannot  
be claimed.**

## **Less than 15 Days Notice**

If a candidate cancels their re-write exam booking less than 15 (fifteen) days prior to the exam date, a cancellation charge, equivalent to 10% of the full re-write exam cost, will be applicable.

## **15 Days or More Notice**

If a candidate cancels their re-write exam booking 15 (fifteen) days or more prior to the exam date, a 4% administration fee (plus VAT) based on the re-write exam fee will be charged. The remaining balance of the fee will be refunded to the applicant. It is important to note that only the balance of the re-write exam fee will be reimbursed; personal expenses related to accommodation and travel cannot be claimed.

## **Non attendance due to medical or work reasons**

If an examination cannot be attended due to medical reasons or work reasons, a doctors' sick note or a letter from the work supervisor, respectively, needs to be provided. In this case a postponement will be accepted with no cancellation charges applied.



# NDT RE-WRITE Examinations

## JOHANNESBURG, DURBAN AND CAPE TOWN

### PRICING (Including VAT)

Re-write per paper **OR** per sample **OR**  
written instruction **OR** 12 Radiographic Film Sets **R1 060**  
\*Revision classes **R 2 862 per day**

*\*As per scheduled course and subject to available space*

*\*Prices subject to change*

### NDT Rewrite dates

Book for rewrite on the first day of the week – additional days allows for extra time for practical.

### CUT-OFF DATE FOR REWRITE BOOKINGS 1 week prior to exam date

JOHANNESBURG					
	Cut off date for re-write bookings	All Courses		Cut off date for re-write bookings	All Courses
RW 1	13 Feb	24-27 Feb	RW 6	17 Jul	27 Jul-31 Jul
RW 2	13 Mar	23-27 Mar	RW 7	14 Aug	24 -28 Aug
RW 3	10 Apr	20-24 Apr	RW 8	18 Sep	28 Sep-02 Oct
RW 4	15 May	25 -29 May	RW 9	13 Nov	23-27 Nov
RW 5	12 Jun	22-26 Jun			

*\*\*Remainder of weeks are available for completion of examination*

[www.saiw.co.za](http://www.saiw.co.za)

Please refer to contacts on page 16

Scan to download the SAIW  
Course Prospectus App onto  
your cellular phone.

