



Terms

General conditions:

- The applicant accepts responsibility to inform CE at UP Trust of any changes in the information supplied on the enrolment form.
- The applicant confirms that he/she complies with the particular requirements of the course where applicable as prescribed.
- By submitting the enrolment form, the applicant indicates his/her desire to be registered for the course and therefore accepts full responsibility for the payment of the course fees as stipulated in the registration information.

Cancellation policy:

- CE at UP reserves the right to cancel or postpone a course, in which case applicants will be informed and applicable fees will be refunded.
- Cancellations are accepted in writing and without penalty up to 14 days prior to course commencement or prior to the closing date for registrations.
- Notification of cancellation must be submitted in *writing* to the course coordinator.
- Applicants who cancel their registration after the closing date for registrations, or less than 14 days prior to course commencement, will be liable for 50% of the course fee.
- Non-arrivals will be charged 100% of the course fee.

Amendments:

- Unforeseen circumstances may necessitate the appointment of speakers other than those advertised.
- Course dates, programme sequence, time and venue are subject to change.

Payment conditions:

- Course fees must be paid in full prior to course commencement.
- Proof of payment must be submitted to the course coordinator to confirm registration on the course.
- All payments must reflect the payment reference as indicated on the confirmation of registration document.
- The applicant remains responsible for payment of the course fee. Should the course fee be funded by an institution (including the employer) on behalf of the applicant, the applicant accepts full responsibility to supply CE at UP with supporting documentation in the form of an official purchase order indicating that the institution will submit payment on behalf of the applicant. The applicant remains responsible to ensure that the institution honors its payment commitment.

Payment methods:

The following payment methods are accepted:

- Electronic bank transfers to the following bank account:
BANK: ABSA
ACCOUNT NUMBER: 407 026 8244
TYPE OF ACCOUNT: CURRENT
BRANCH: HATFIELD
REFERENCE NUMBER:
- Credit cards
- Cheque payments made out to Continuing Education at University of Pretoria Trust
- Kindly note that cash payments will not be accepted.